AN AASIS SUPPORT CENTER TRAINING GUIDE

PBAS Annual Operations Plan Non-Position Budgeting

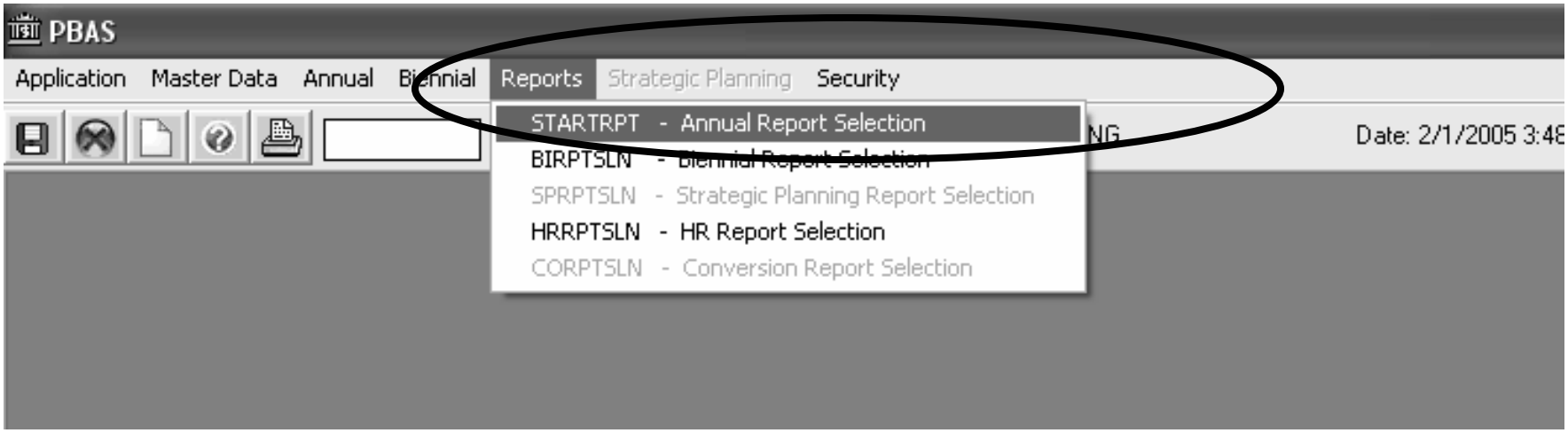
AASIS Support Center
February 2006

Non Position Budgeting

- This is the process for budgeting expenditures unrelated to salaries and fringe benefits, except for overtime (5010006) and extra salaries (5010008).
- The Annual Operations Plan data will be copied from the PBAS Biennial system on the cost center / cost element level.
- Agencies will enter changes to the Annual Operations Plan in Version 1A.

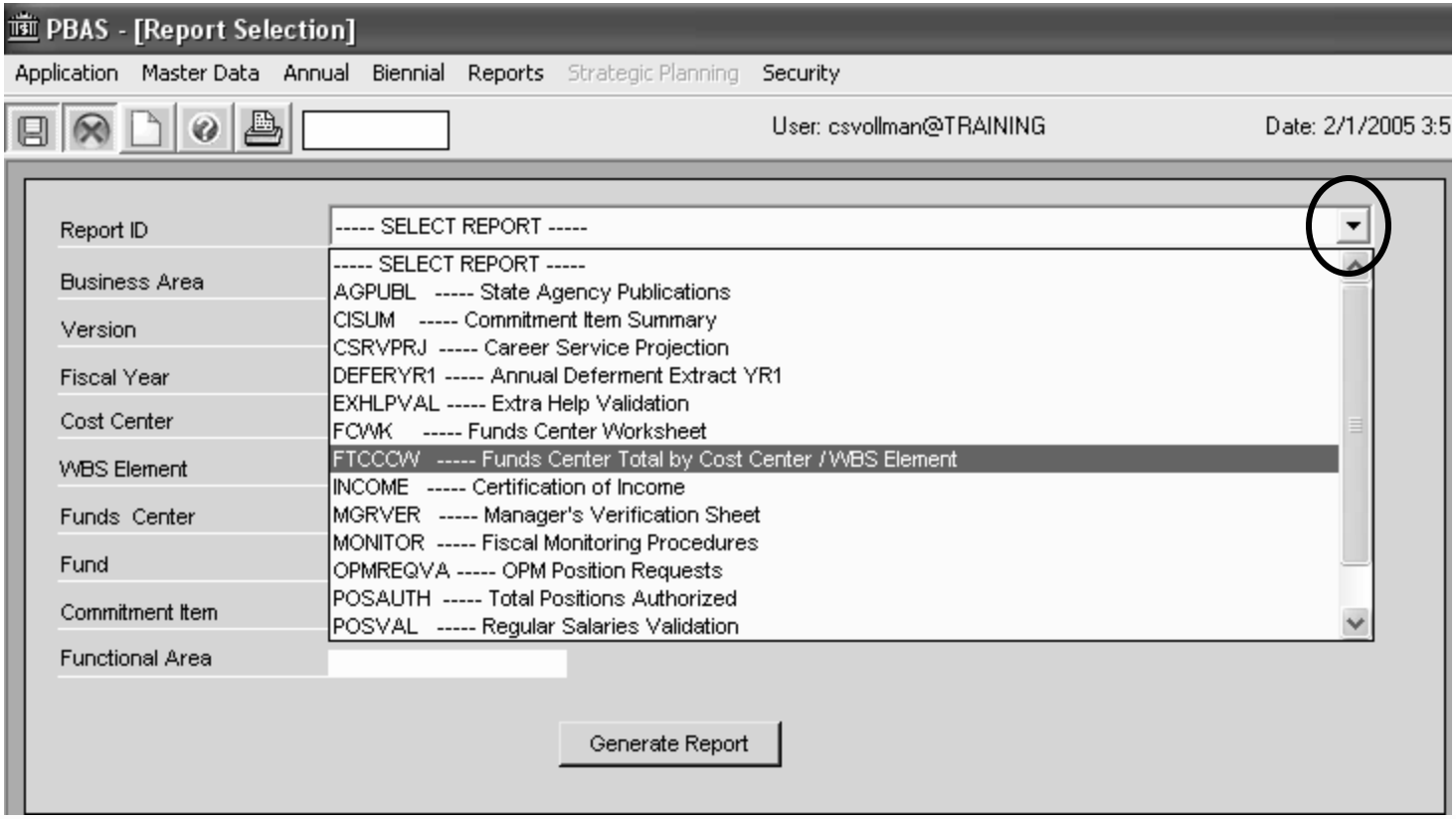
Reporting

- Two reports must be generated and reviewed prior to beginning the non-position budgeting process.
- Generate the *Annual Funds Center Total by Cost Center / WBS Element* report (FTCCCW) to view the budgeted amounts.
- Generate the *Funds Center Worksheet* (FCWK) report to view the authorized appropriation amounts.
- Use these reports to plan the required changes prior to entering data into the system.

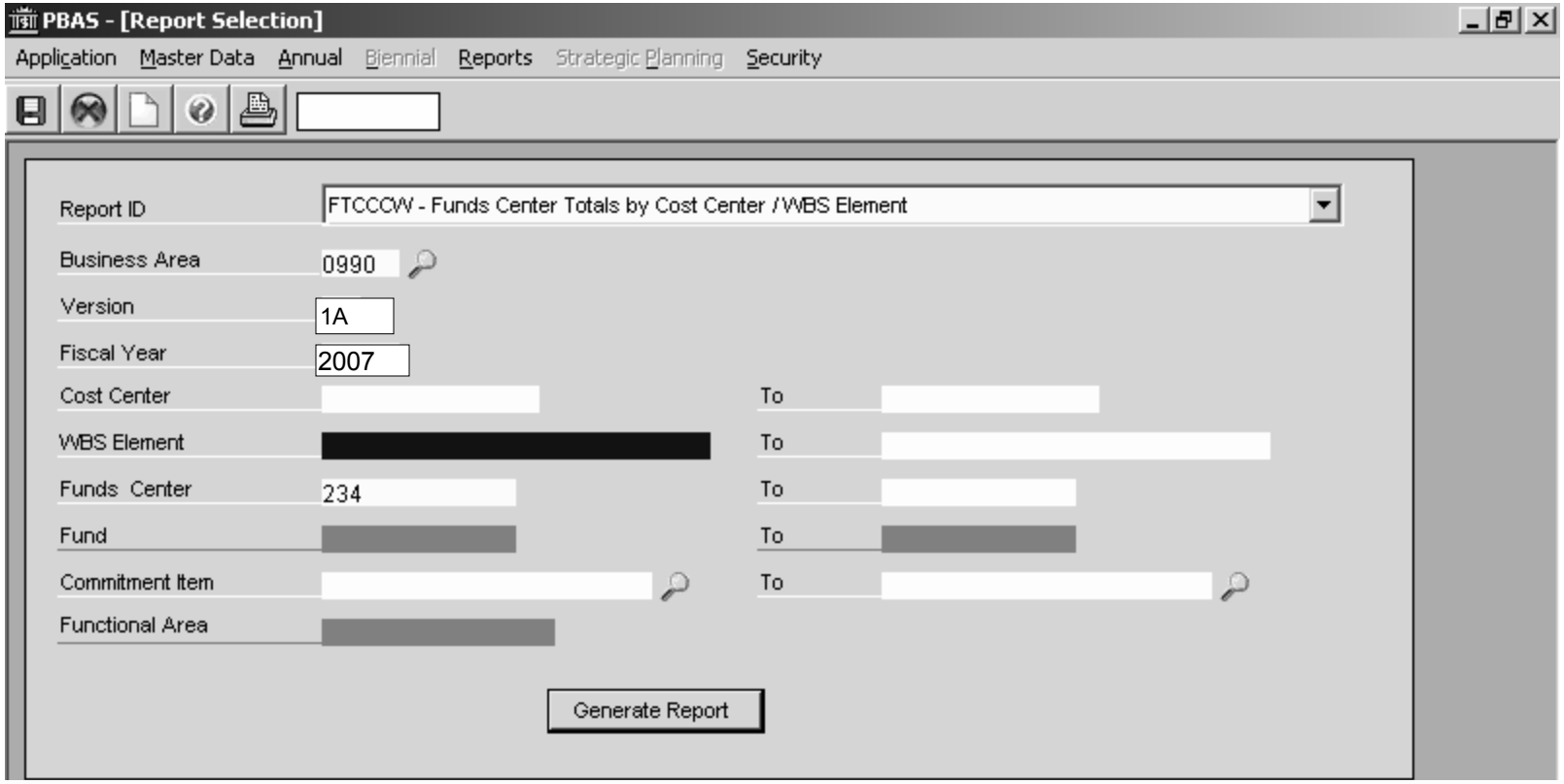


After logging in, the *PBAS* Menu is displayed. From the menu, select *STARTRPT > Annual Report Selection*.

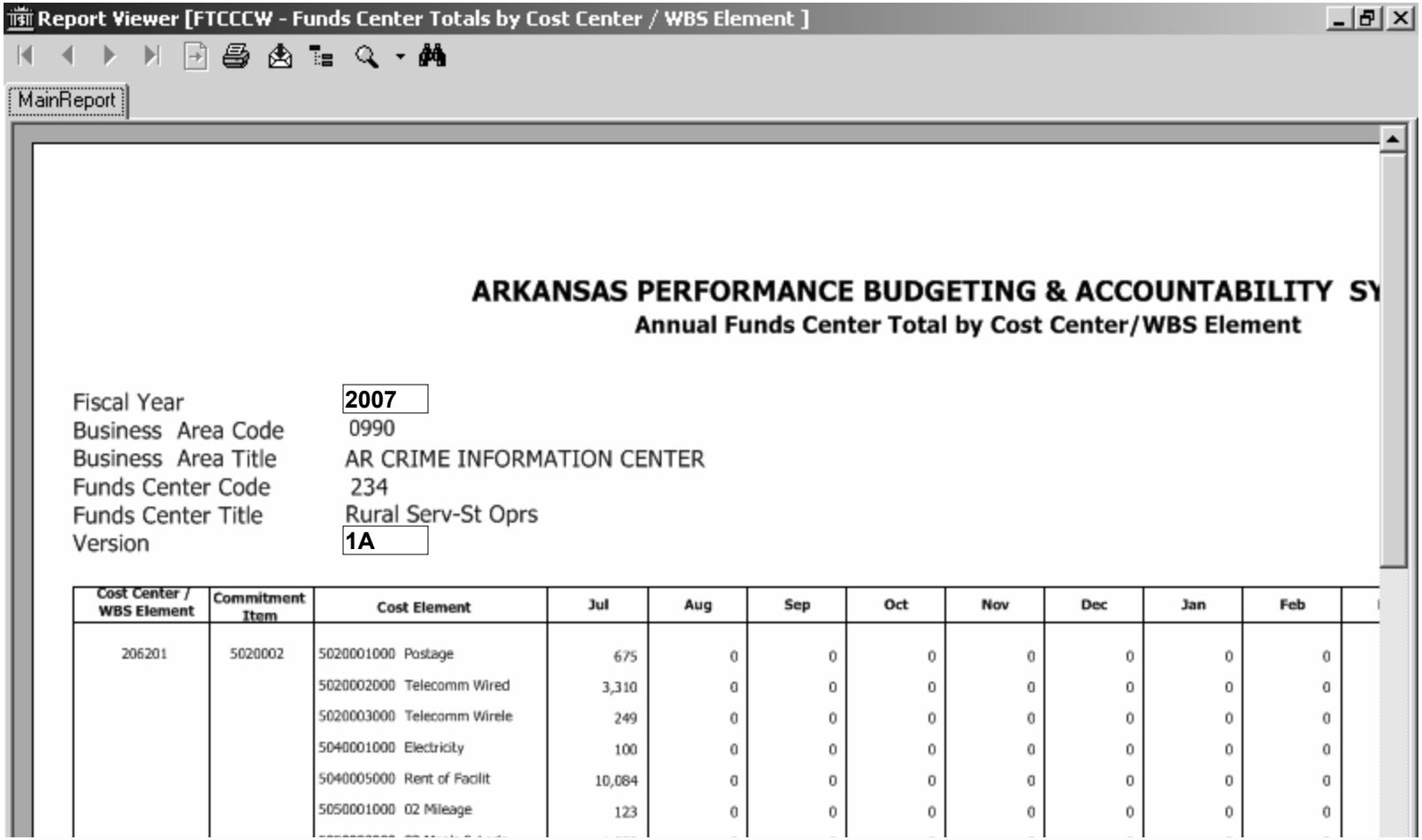
Funds Center Totals for Cost Center / WBS Element



Click on the arrow next to the Report ID box. Click on *FTCCCW – Annual Funds Center Totals for Cost Center / WBS Element.*



Business Area, Version, and Fiscal Year are required fields. In addition, Cost Center, Funds Center and Commitment Item may be entered. Click *Generate Report*. If ordered by business area only, all funds centers will be displayed.

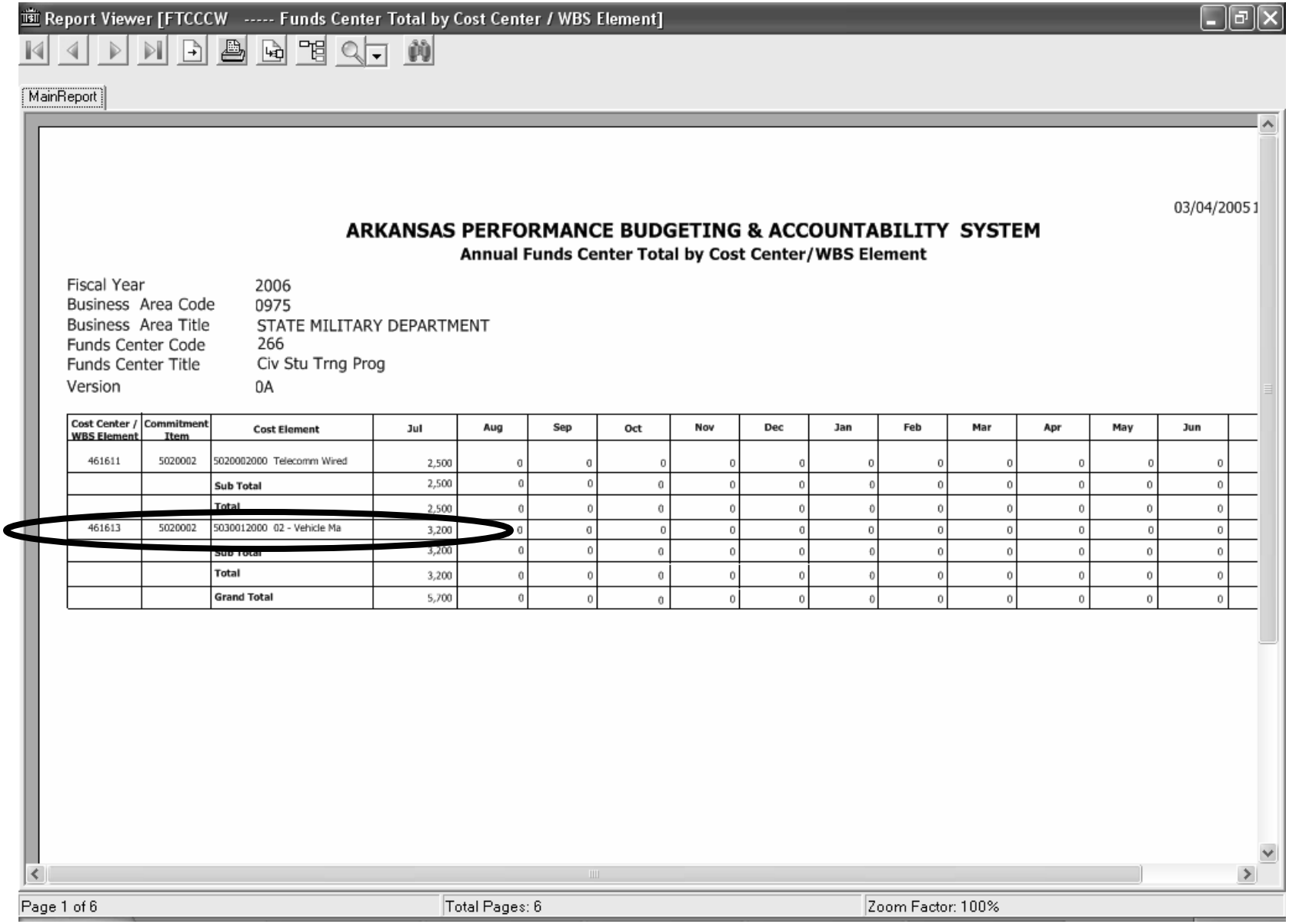


The report is displayed for the data requested. All budgeted amounts will be shown in July. (The amounts will be distributed later as part of the budgeting process.)

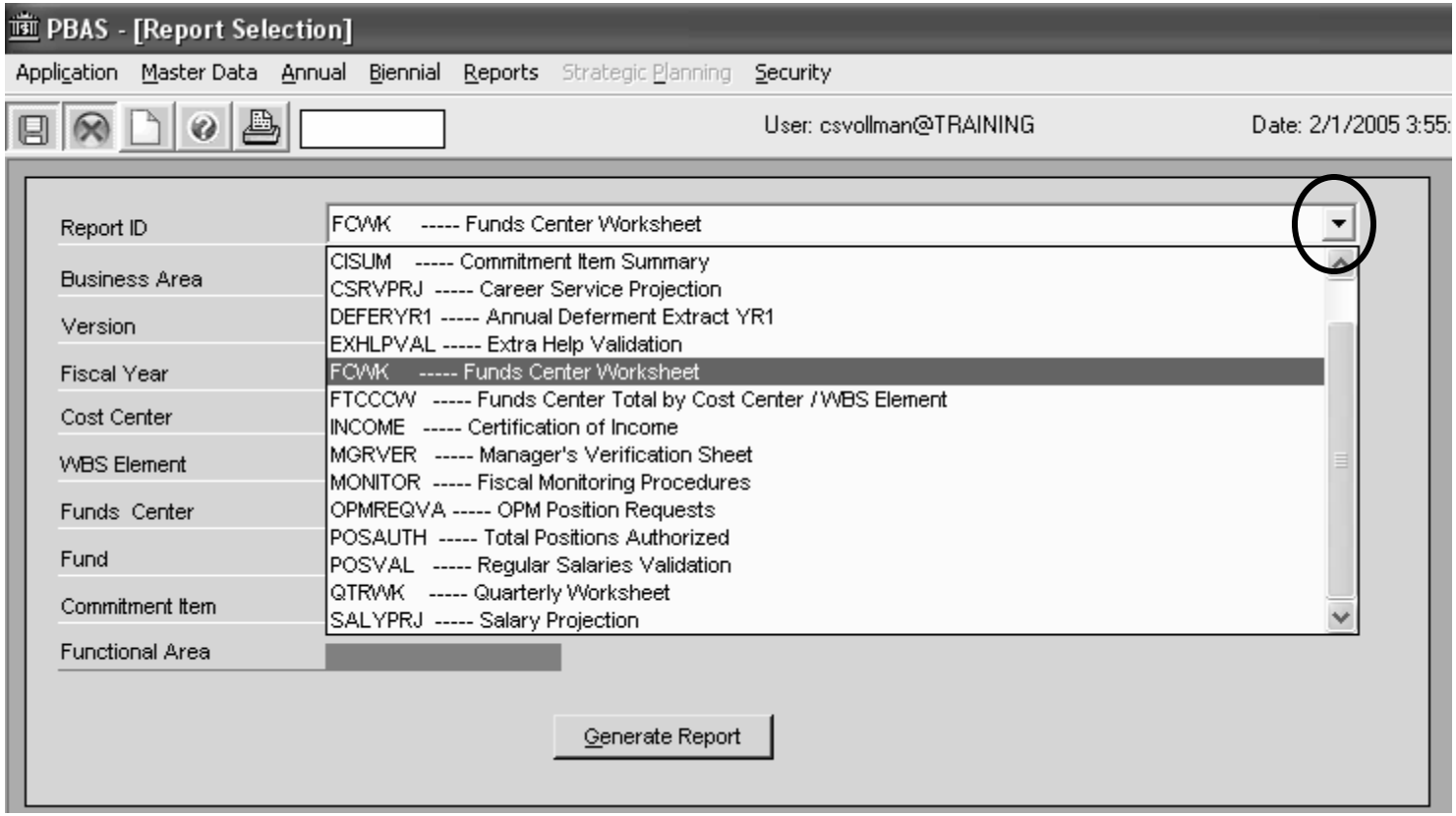
EXERCISE

Display the Annual *Funds Center Totals for Cost Center WBS Element* report for your training assigned business area. Do not select a cost center, funds center, or commitment item. View the FTCCCW report.

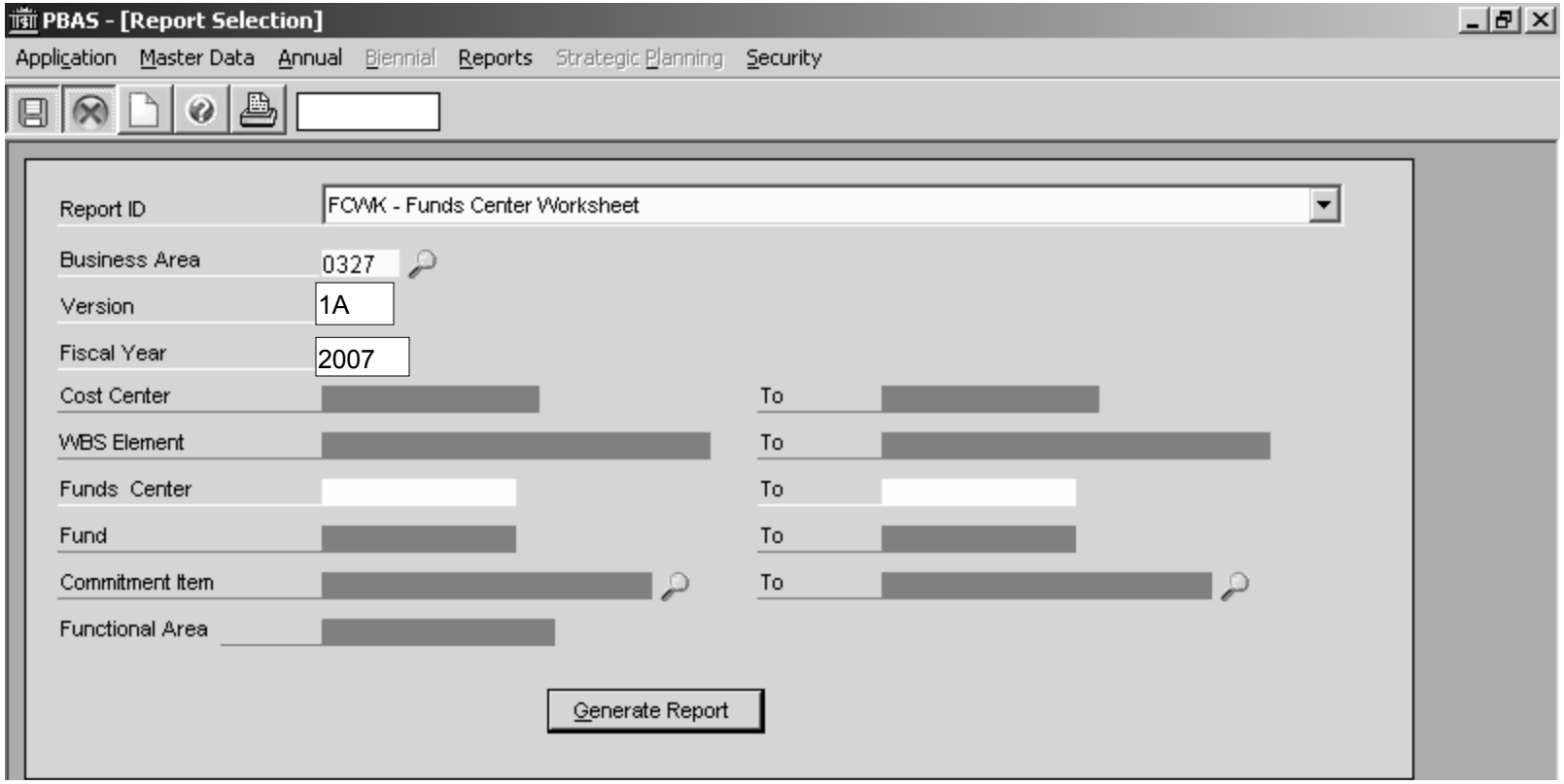
What is the budgeted amount for commitment item 5020002 for Cost Center M in 2007?


Report Viewer [FTCCCW ----- Funds Center Total by Cost Center / WBS Element]
MainReport
03/04/20051
ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Annual Funds Center Total by Cost Center/WBS Element
Fiscal Year 2006
Business Area Code 0975
Business Area Title STATE MILITARY DEPARTMENT
Funds Center Code 266
Funds Center Title Civ Stu Trng Prog
Version 0A
Cost Center / WBS Element | Commitment Item | Cost Element | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun
461611 | 5020002 | 5020002000 Telecomm Wired | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Sub Total | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Total | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
461613 | 5020002 | 5030012000 02 - Vehicle Ma | 3,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Sub Total | 3,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Total | 3,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Grand Total | 5,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Page 1 of 6
Total Pages: 6
Zoom Factor: 100%

Funds Center Worksheet



Exit the report to return to the annual reporting screen. Click on the arrow next to the Report ID box. Click on FCWK – *Funds Center Worksheet.*



Business Area, Version, and Fiscal Year are required fields. In addition, Funds Center may be entered. If ordered by business area only, all funds centers for the business area will be displayed. Click *Generate Report*.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTA

Funds Center Worksheet

Fiscal Year	**2007**
Business Area Title	AR SCIENCE AND TECHNOLOGY AUTH
Business Area	0327
Funds Center Title	IMSST-Treasury Pay
Funds Center Code	1FA
Fund Title	ASTA WR Found Grant,ASTA WR Entrepreneur
Fund	NST0000,NST0100
Version	**1A**

Authorization	Commitment Item		Authorized	Blocked	1st Quarter
Act 299 OF 05	Regular Salaries	5010000	26,921,090.00	26,798,614.00	122,476.00
	Personal Serv Match	5010003	34,249,125.00	34,198,027.00	51,098.00
	Operating Expenses	5020002	123,498,018.00	123,460,750.00	37,268.00
	Travel-Conferences	5050009	5,309,084.00	5,304,940.00	4,144.00
	Grants/Aid	5100004	9,461,998.00	9,219,988.00	242,010.00
	Total		**199,439,315.00**	**198,982,319.00**	**456,996.00**

The report displays the requested values. Authorized amounts are displayed for funds center and commitment item.

EXERCISE

Display the *Funds Center Worksheet* report for your training assigned business area. View the report.

What is the first commitment item budgeted in the first funds center?

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTA

Funds Center Worksheet

Fiscal Year	**2007**
Business Area Title	AR SCIENCE AND TECHNOLOGY AUTH
Business Area	0327
Funds Center Title	IMSST-Treasury Pay
Funds Center Code	1FA
Fund Title	ASTA WR Found Grant,ASTA WR Entrepreneur
Fund	NST0000,NST0100
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Act 299 OF 05	Regular Salaries	5010000	26,921,090.00	26,798,614.00	122,476.00
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	Operating Expenses	5020002	123,498,018.00	123,460,750.00	37,268.00
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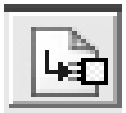
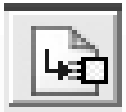
	Grants/Aid	5100004	9,461,998.00	9,219,988.00	242,010.00
	Total		**199,439,315.00**	**198,982,319.00**	**456,996.00**

The report displays the requested values.

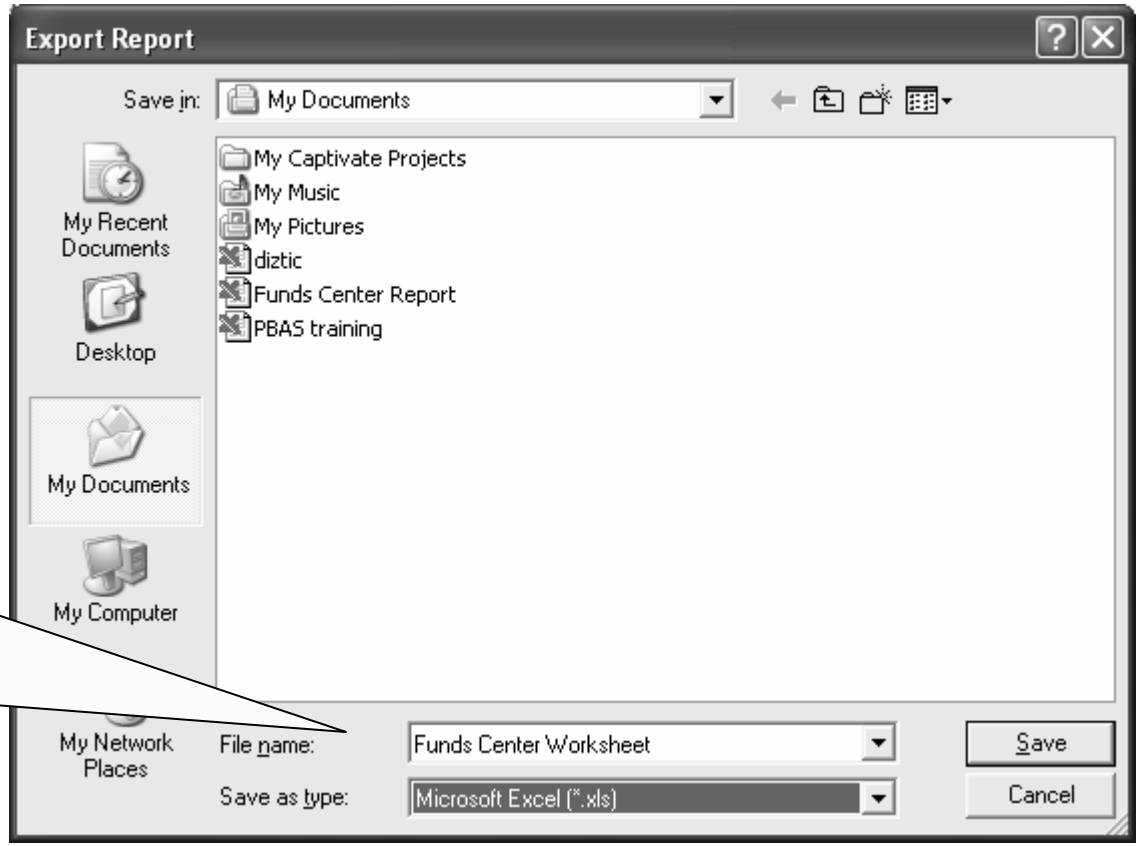
Reviewing the Reports

- The reports can be printed out to "mark up" or downloaded  into Excel.
- Study the budgeted amounts carefully to determine any changes to be made.
- Compare the authorized amounts to the budgeted amounts.

Sending the Reports to Excel

Click the export report icon. 

Name the report and choose Microsoft Excel.
Click Save.



You'll get a message that the export was completed. Click OK. Open the file in Excel and adjust columns as necessary.

Microsoft Excel - Funds Center Worksheet

File Edit View Insert Format Tools Data Window Help

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ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTE

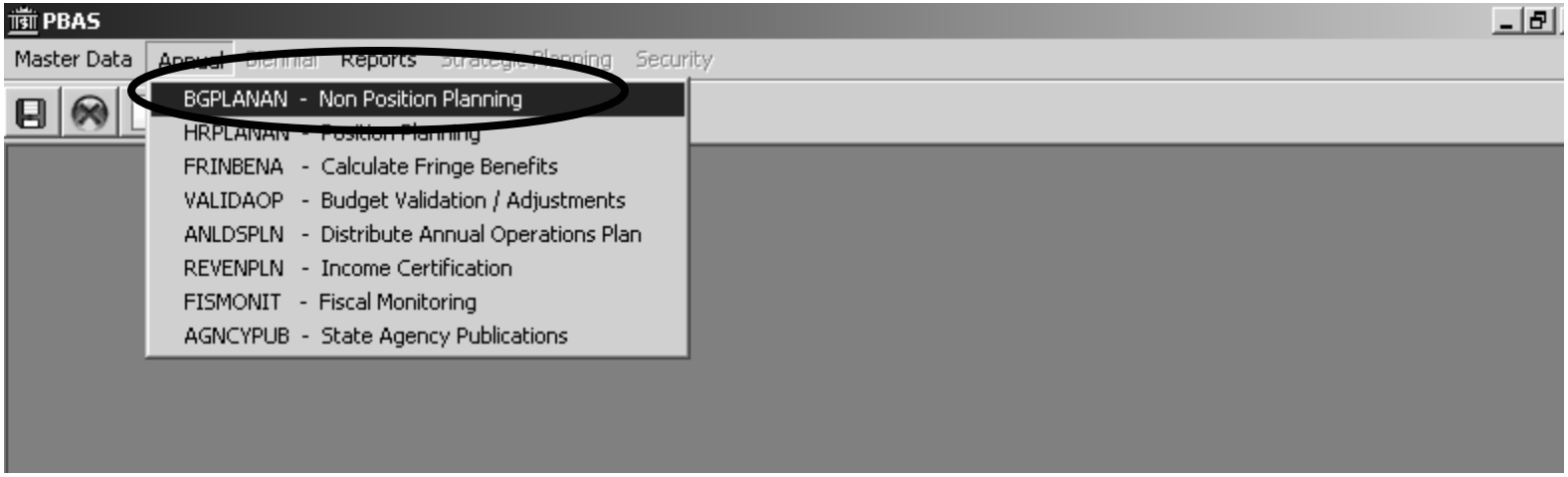
Funds Center Worksheet

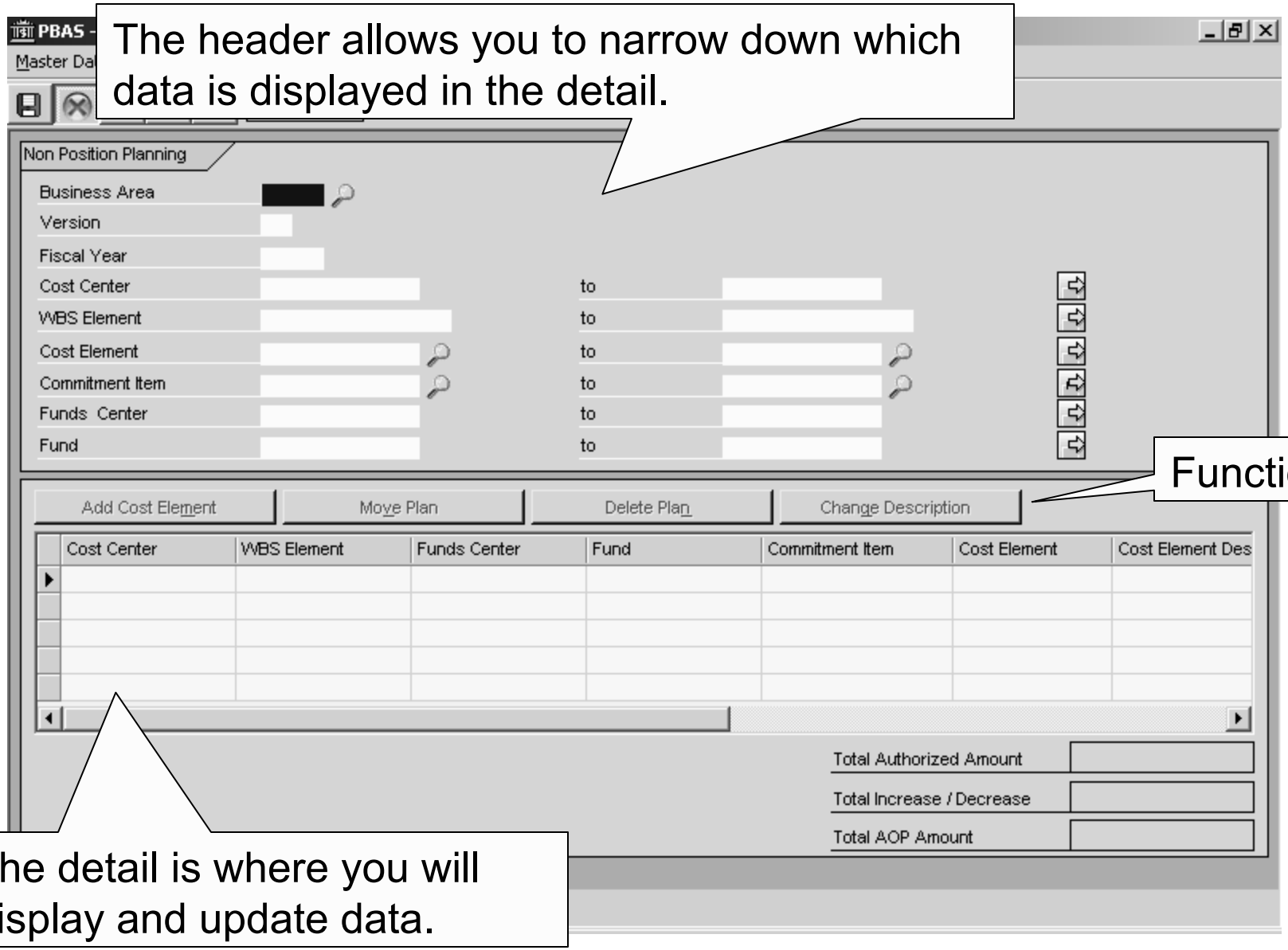
Fiscal Year	2005
Business Area Title	AR CRIME INFORMATION CENTER
Business Area	0990
Funds Center Title	Crime Infor Ctr-Oprs
Funds Center Code	171
Fund Title	ACIC Operations
Fund	MJA0100
Version	1A

Authorization	Commitment Item		Authorized	Blocked	1st Quarter Allotment	2nd Quarter Allotment
Act 637 OF 03	Regular Salaries	5010000	1,740,433.00	44,160.00	424,046.00	424,046.00
	Personal Services Matching	5010003	470,311.00	8,096.00	121,151.00	121,151.00
	Operating Expenses	5020002	400,000.00	0.00	99,998.00	99,998.00

Working With The Annual Plan

Exit the report and click on *Annua*l to display the menu for the Annual Operating plan. Select *Non-Position Planning* (BGPLANAN) to begin working on the non-position planning.




The header allows you to narrow down which data is displayed in the detail.
PBAS -
Master Da
Non Position Planning
Business Area
Version
Fiscal Year
Cost Center
WBS Element
Cost Element
Commitment Item
Funds Center
Fund
to
Functions
Add Cost Element
Move Plan
Delete Plan
Change Description
Cost Center
WBS Element
Funds Center
Fund
Commitment Item
Cost Element
Cost Element Des
Total Authorized Amount
Total Increase / Decrease
Total AOP Amount
The detail is where you will display and update data.

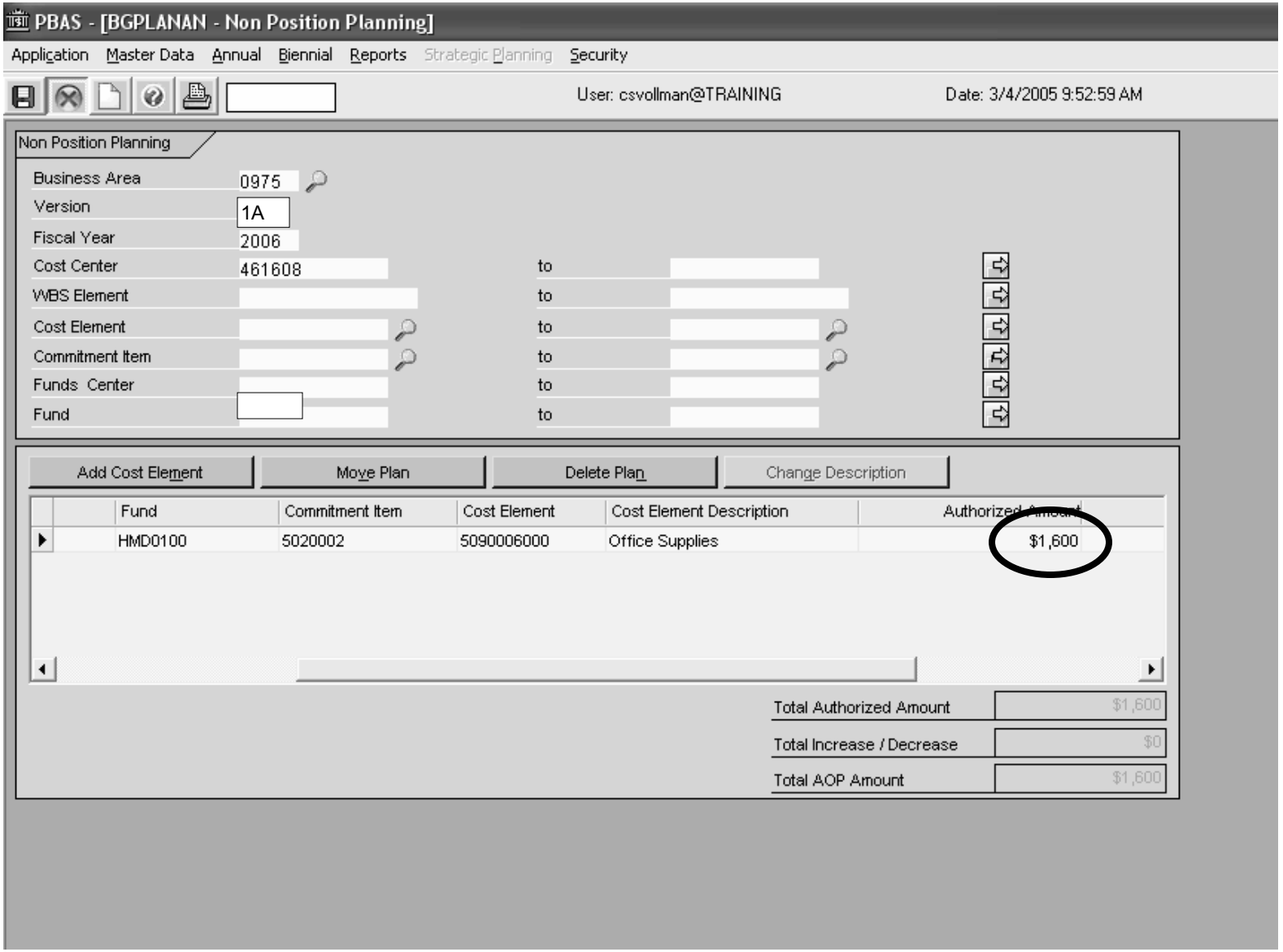
Screen Display

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A , FY 2007, and Cost Center H. Press the *enter* key. Scroll over and down to view the information on the lower part of the screen.

Columns displayed include Cost Center, WBS Element, Funds Center, Fund, Commitment Item, Cost Element, Cost Element Description, Authorized Amount, Increase/Decrease Amount, and AOP (Annual Operations Plan) Amount.

What is the Annual Operations Plan for Office Supplies for assigned Cost Center H?

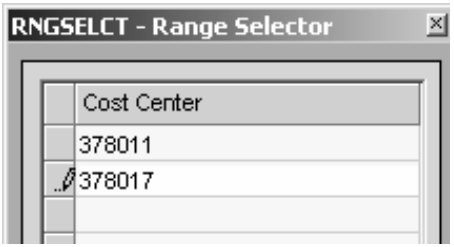

PBAS - [BGPLANAN - Non Position Planning]
Application Master Data Annual Biennial Reports Strategic Planning Security
User: csvollman@TRAINING
Date: 3/4/2005 9:52:59 AM
Non Position Planning
Business Area 0975
Version 1A
Fiscal Year 2006
Cost Center 461608 to
WBS Element to
Cost Element to
Commitment Item to
Funds Center to
Fund to
Add Cost Element
Move Plan
Delete Plan
Change Description
Fund
Commitment Item
Cost Element
Cost Element Description
Authorized Amount
HMD0100
5020002
5090006000
Office Supplies
$1,600
Total Authorized Amount $1,600
Total Increase / Decrease $0
Total AOP Amount $1,600

Data Selection

Data fields on the selection screen allow single selections, selection of a range, or multiple selection of numbers not in range order.

Displays information for one cost center

Displays information for the range of five cost centers

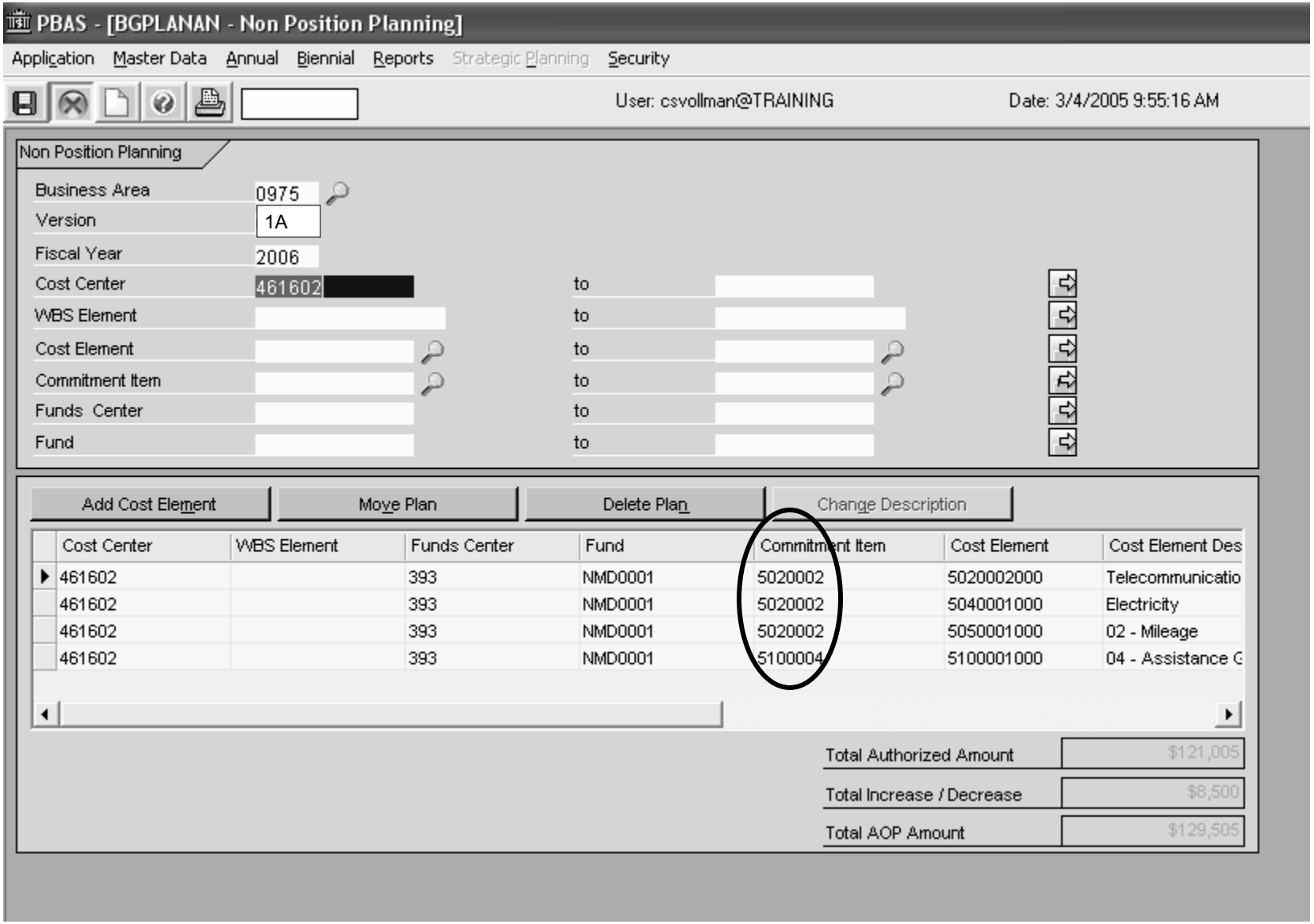


Displays information for two cost centers not in numeric order.

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Center B.

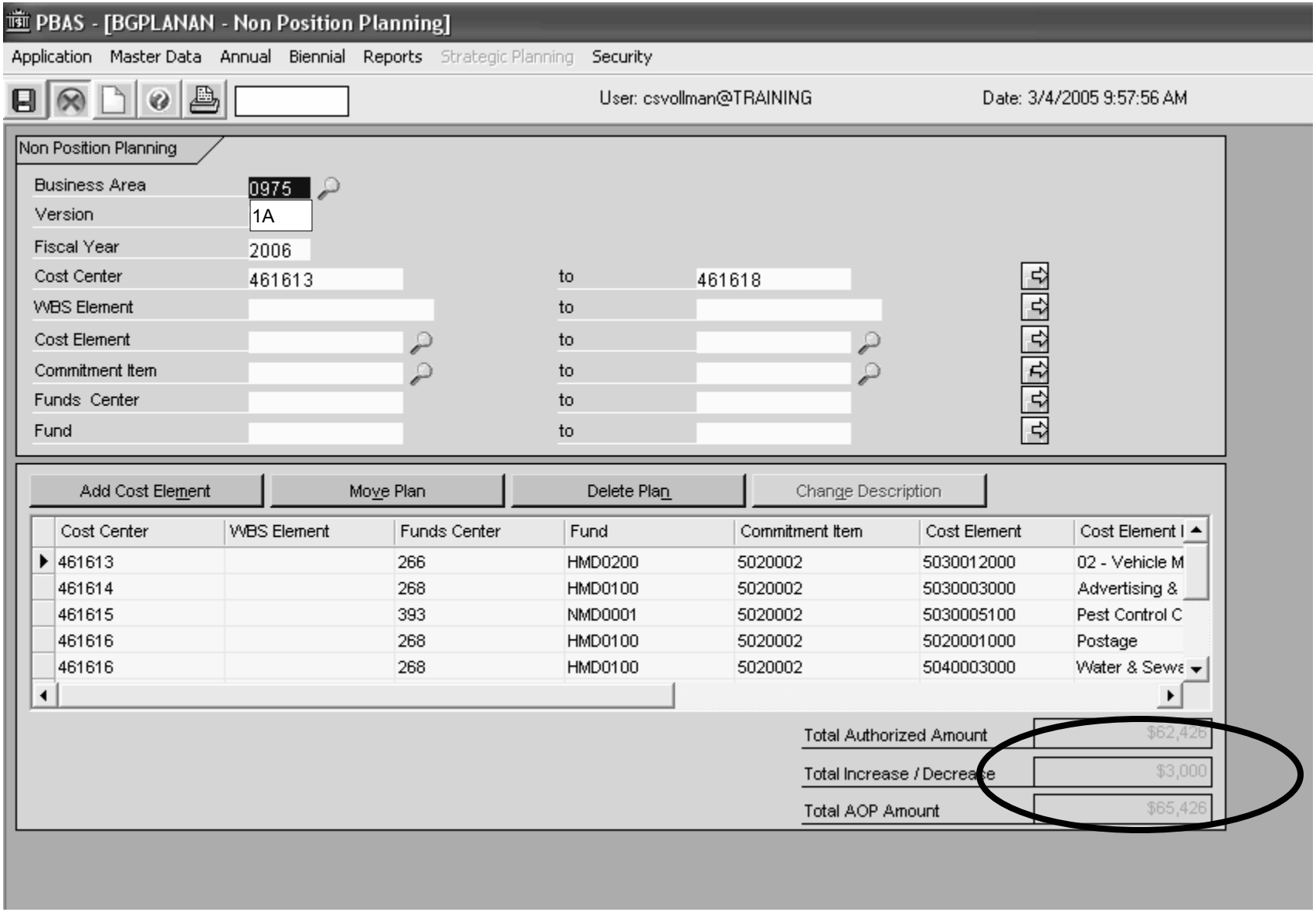
What commitment items are budgeted for Cost Center B?


PBAS - [BGPLANAN - Non Position Planning]
Application Master Data Annual Biennial Reports Strategic Planning Security
User: csvollman@TRAINING
Date: 3/4/2005 9:55:16 AM
Non Position Planning
Business Area 0975
Version 1A
Fiscal Year 2006
Cost Center 461602 to
WBS Element to
Cost Element to
Commitment Item to
Funds Center to
Fund to
Add Cost Element
Move Plan
Delete Plan
Change Description
Cost Center | WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element Des
461602 393 NMD0001 5020002 5020002000 Telecommunicatio
461602 393 NMD0001 5020002 5040001000 Electricity
461602 393 NMD0001 5020002 5050001000 02 - Mileage
461602 393 NMD0001 5100004 5100001000 04 - Assistance G
Total Authorized Amount $121,005
Total Increase / Decrease $8,500
Total AOP Amount $129,505

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Centers M through R and select commitment item 5020002.

What is the Total Authorized Amount for the range of cost centers?


PBAS - [BGPLANAN - Non Position Planning]
Application Master Data Annual Biennial Reports Strategic Planning Security
User: csvollman@TRAINING
Date: 3/4/2005 9:57:56 AM
Non Position Planning
Business Area 0975
Version 1A
Fiscal Year 2006
Cost Center 461613 to 461618
WBS Element to
Cost Element to
Commitment Item to
Funds Center to
Fund to
Add Cost Element
Move Plan
Delete Plan
Change Description
Cost Center | WBS Element | Funds Center | Fund | Commitment Item | Cost Element | Cost Element I
461613 | 266 | HMD0200 | 5020002 | 5030012000 | 02 - Vehicle M
461614 | 268 | HMD0100 | 5020002 | 5030003000 | Advertising &
461615 | 393 | NMD0001 | 5020002 | 5030005100 | Pest Control C
461616 | 268 | HMD0100 | 5020002 | 5020001000 | Postage
461616 | 268 | HMD0100 | 5020002 | 5040003000 | Water & Sewa
Total Authorized Amount $62,426
Total Increase / Decrease $3,000
Total AOP Amount $65,426

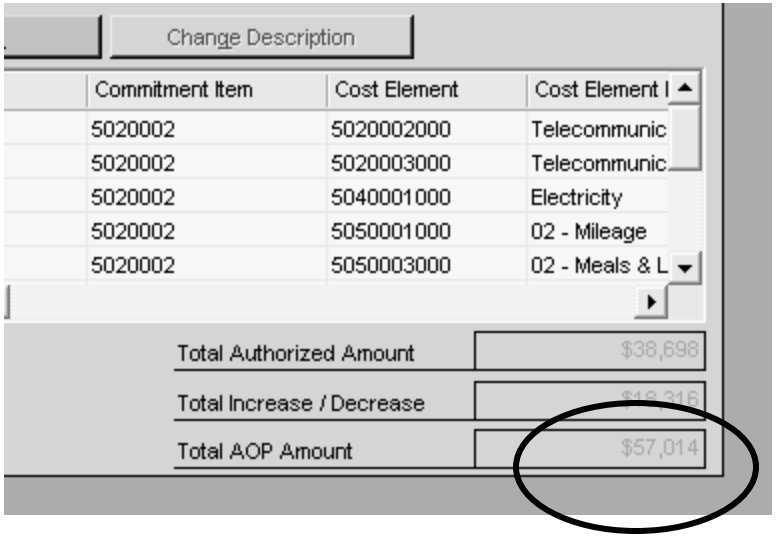
EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A and FY 2007. Display data for assigned Cost Centers A, F, G, and R. Select commitment item 5020002.

What is the Total Authorized Amount for the selection of cost centers?

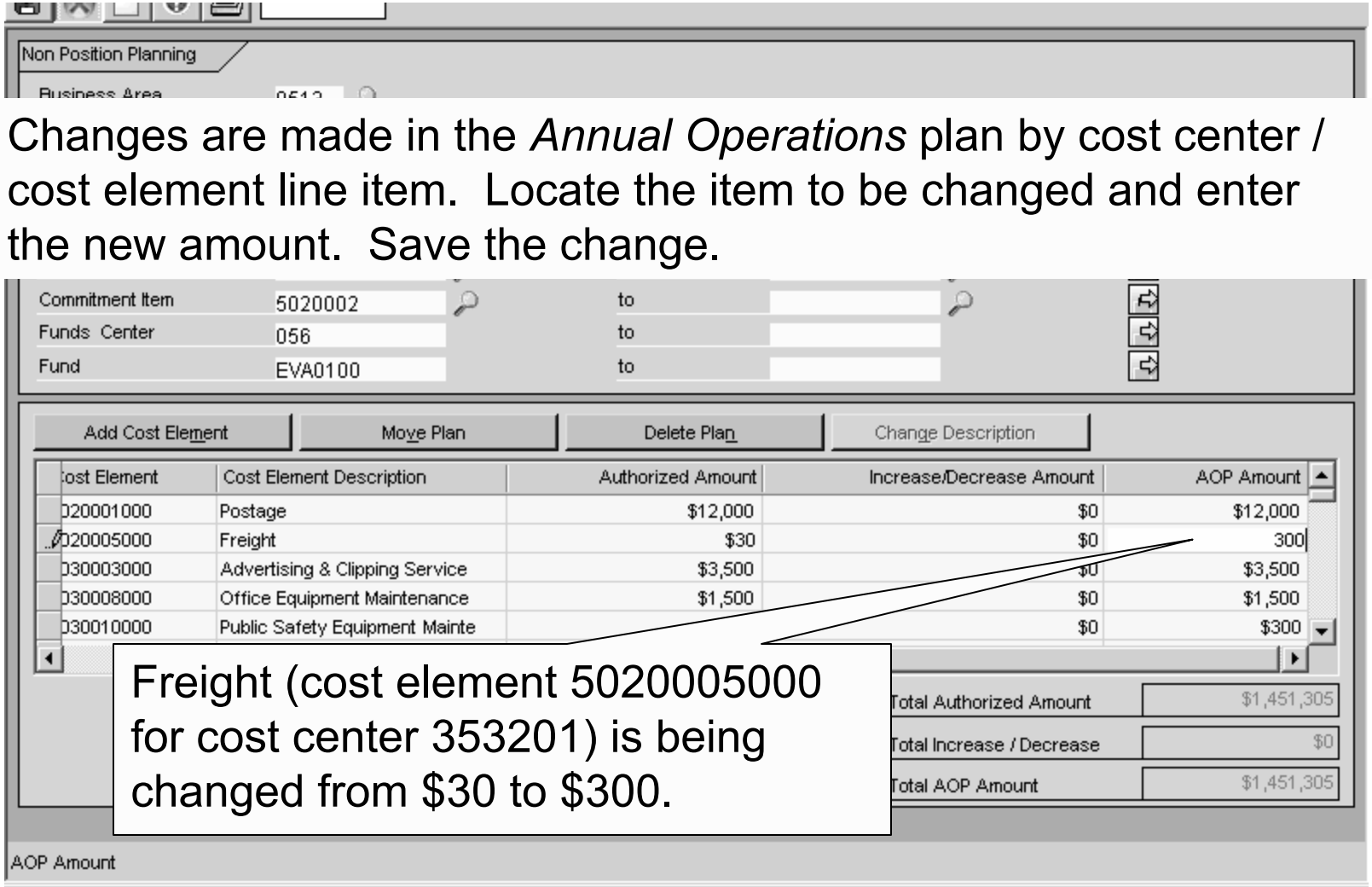
HINT: Use the multiple data selector. *After entering the cost centers, you must click the mouse somewhere in the screen header before pressing enter. Pressing enter without doing this will bring up the selection box again.*

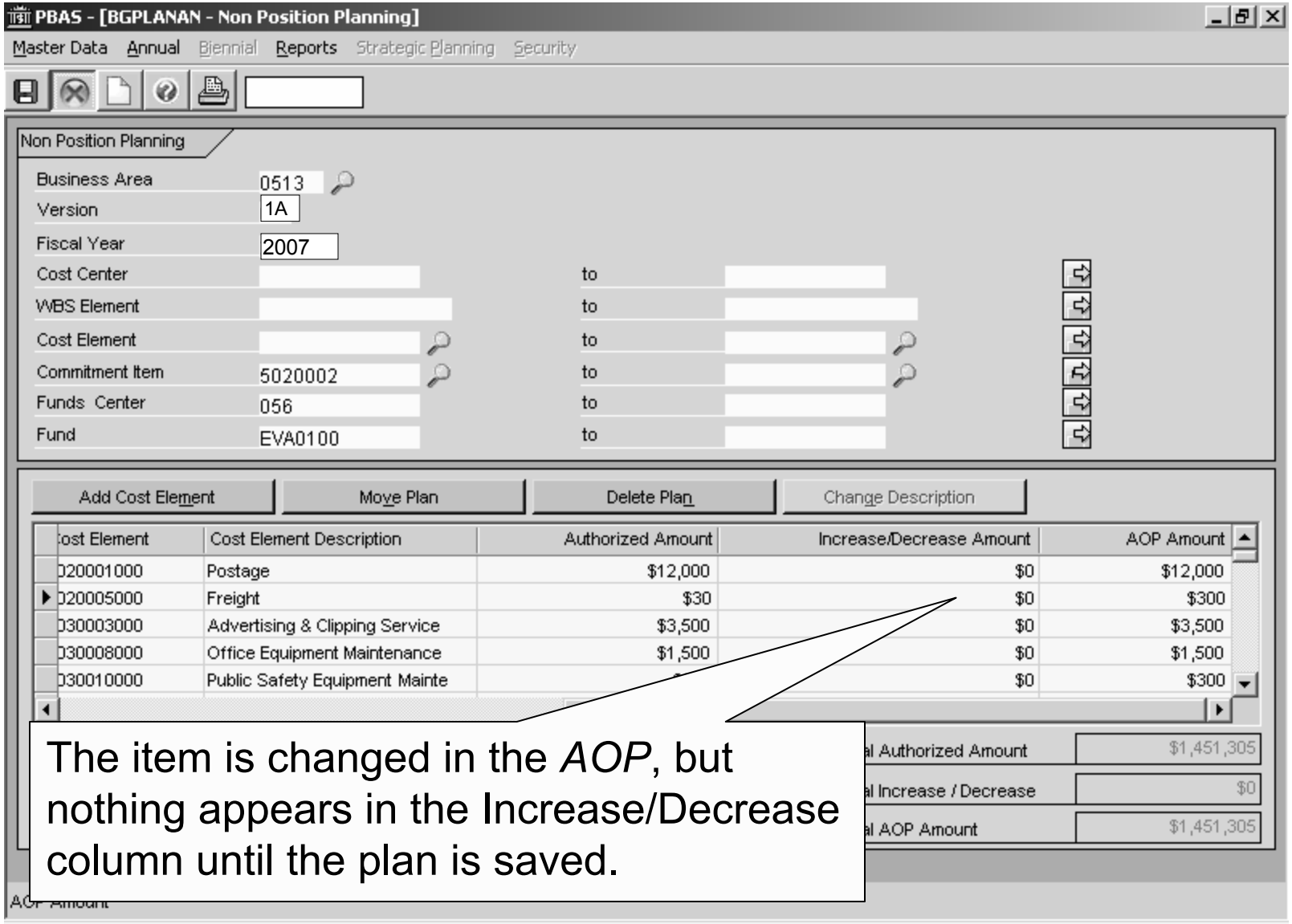
RNGSELCT - Range Selector
Cost Center
278201
278207
278208
278226
OK
Clear
Cost Center

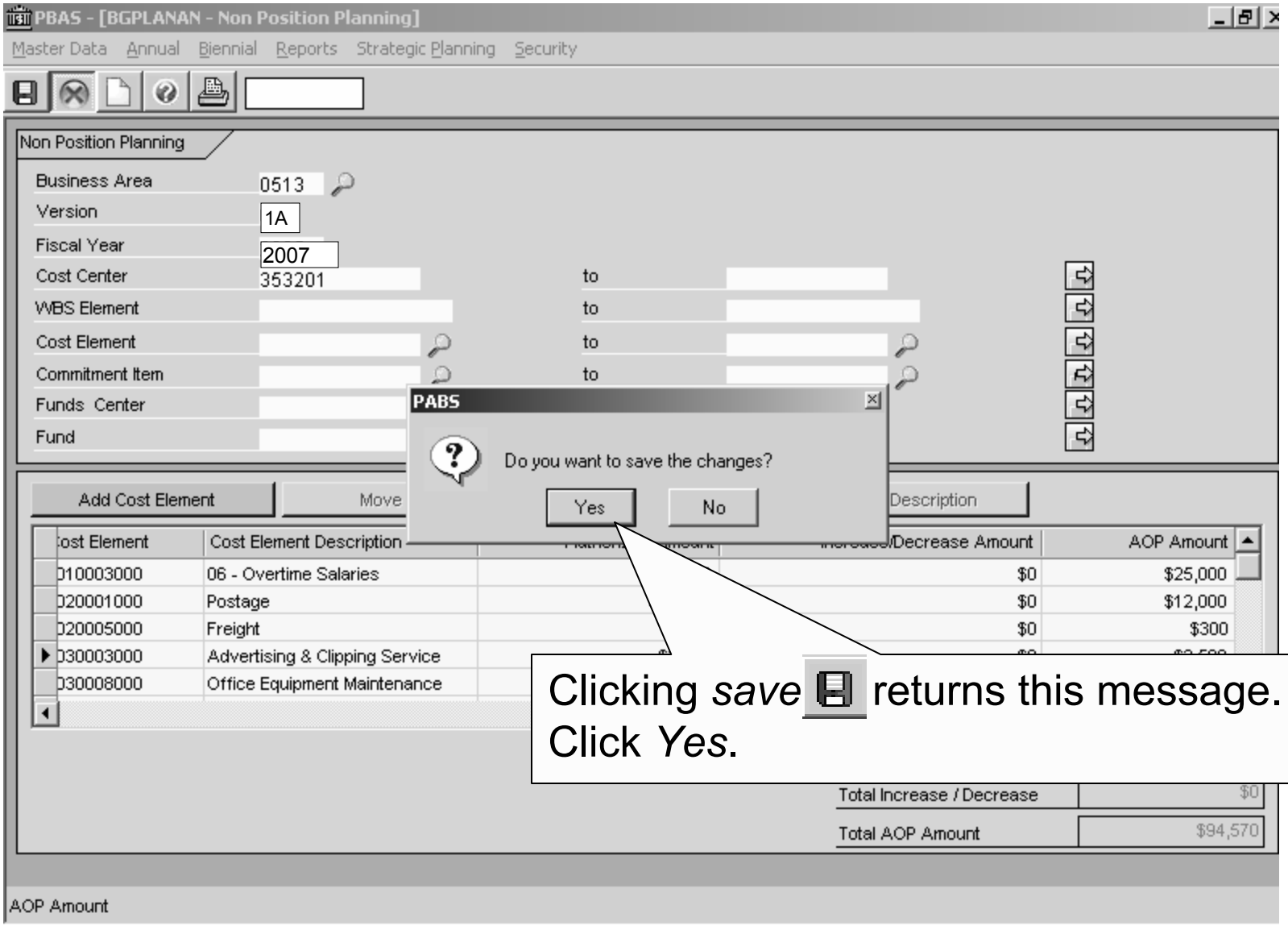

Change Description
Commitment Item
Cost Element
Cost Element I
5020002
5020002000
Telecommunic
5020002
5020003000
Telecommunic
5020002
5040001000
Electricity
5020002
5050001000
02 - Mileage
5020002
5050003000
02 - Meals & L
Total Authorized Amount
$38,698
Total Increase / Decrease
Total AOP Amount
$57,014

Changing the Annual Operations Plan

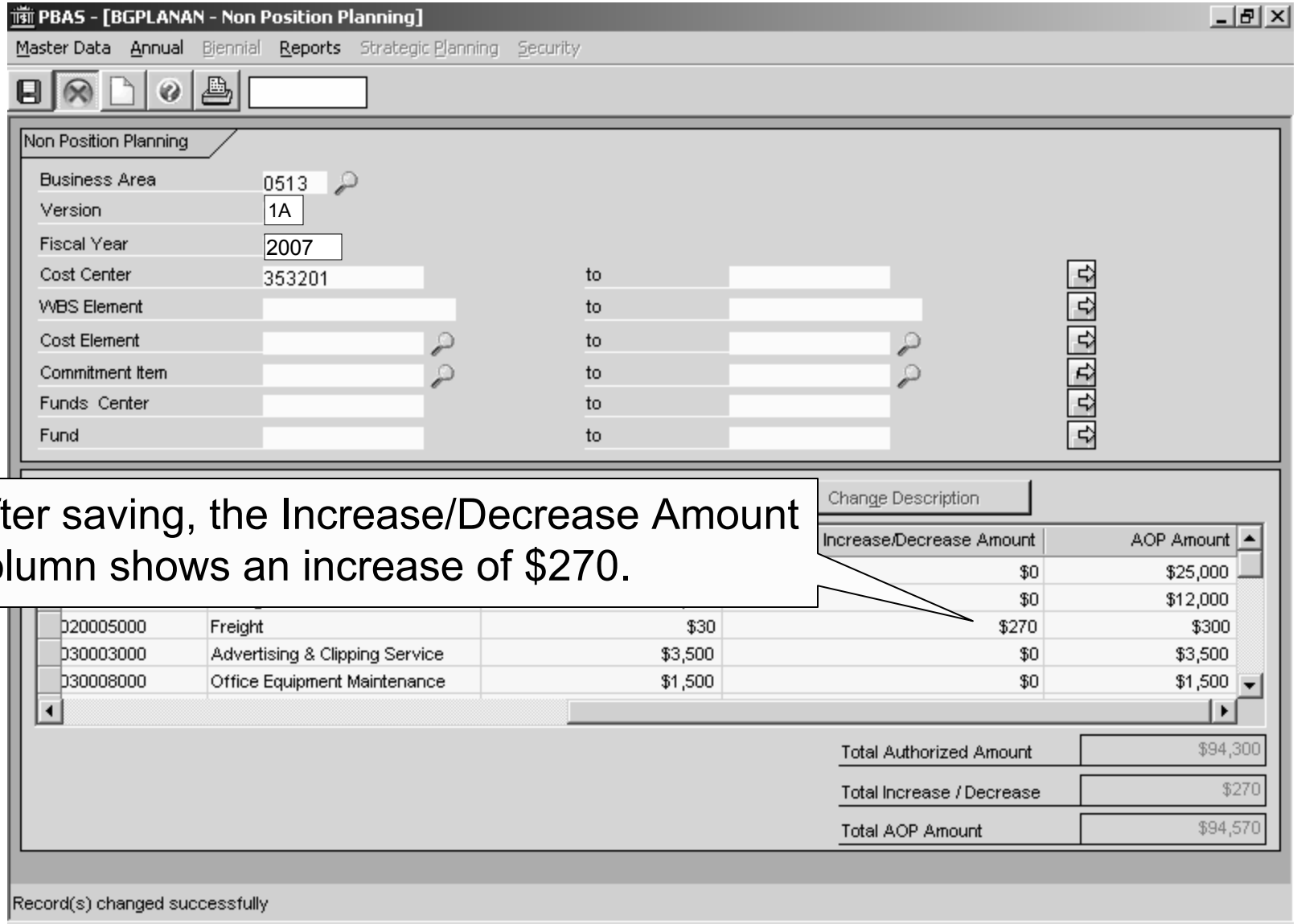
Changes are made in the *Annual Operations* plan by cost center / cost element line item. Locate the item to be changed and enter the new amount. Save the change.




PBAS - [BGPLANAN - Non Position Planning]
Master Data Annual Biennial Reports Strategic Planning Security
Non Position Planning
Business Area 0513
Version 1A
Fiscal Year 2007
Cost Center to
WBS Element to
Cost Element to
Commitment Item 5020002 to
Funds Center 056 to
Fund EVA0100 to
Add Cost Element
Move Plan
Delete Plan
Change Description
Cost Element
Cost Element Description
Authorized Amount
Increase/Decrease Amount
AOP Amount
020001000 Postage $12,000 $0 $12,000
020005000 Freight $30 $0 $300
030003000 Advertising & Clipping Service $3,500 $0 $3,500
030008000 Office Equipment Maintenance $1,500 $0 $1,500
030010000 Public Safety Equipment Mainte $0 $300
al Authorized Amount $1,451,305
al Increase / Decrease $0
al AOP Amount $1,451,305
The item is changed in the AOP, but nothing appears in the Increase/Decrease column until the plan is saved.



Clicking *save* returns this message. Click *Yes*.

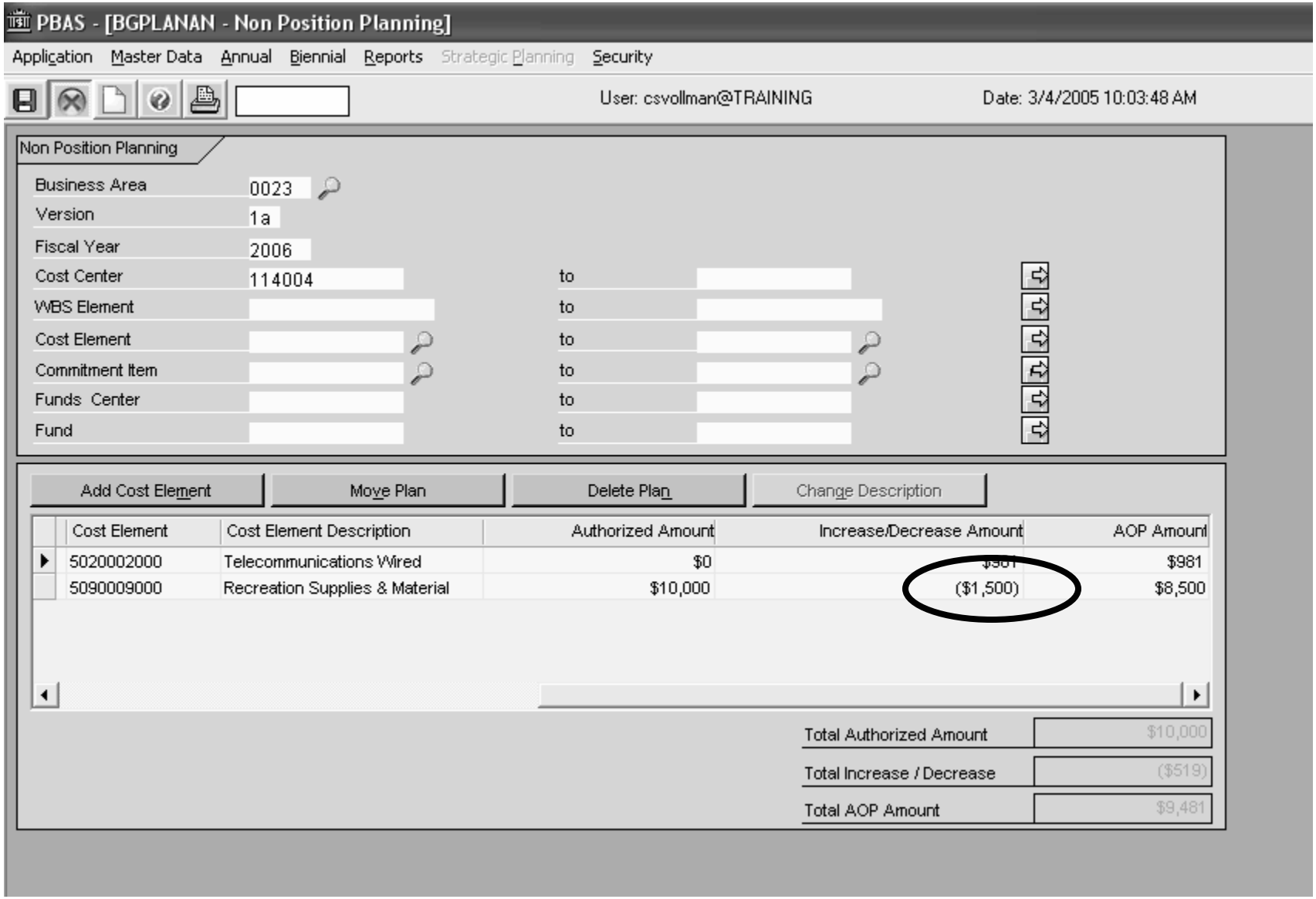


After saving, the Increase/Decrease Amount column shows an increase of $270.

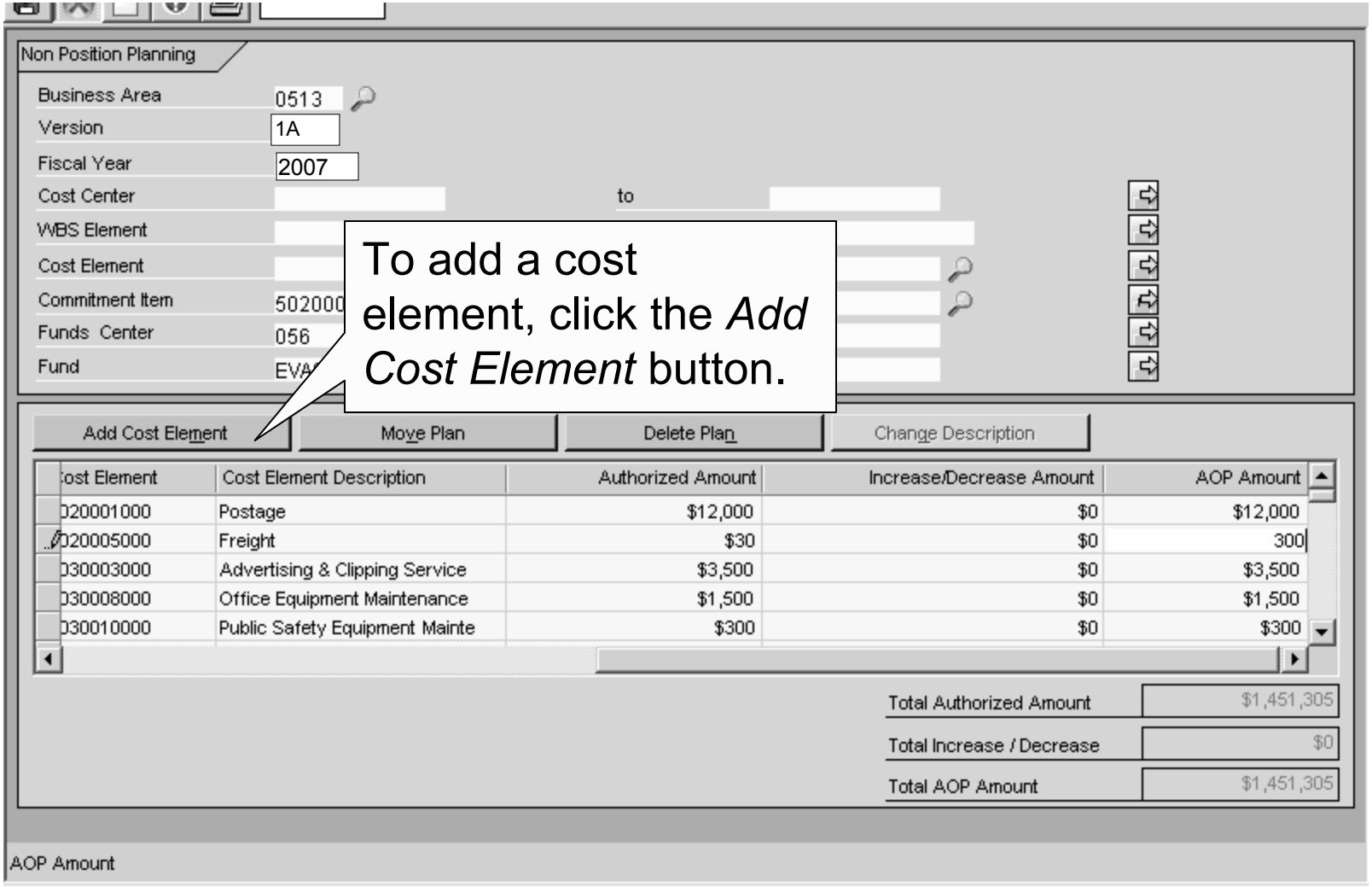
EXERCISE

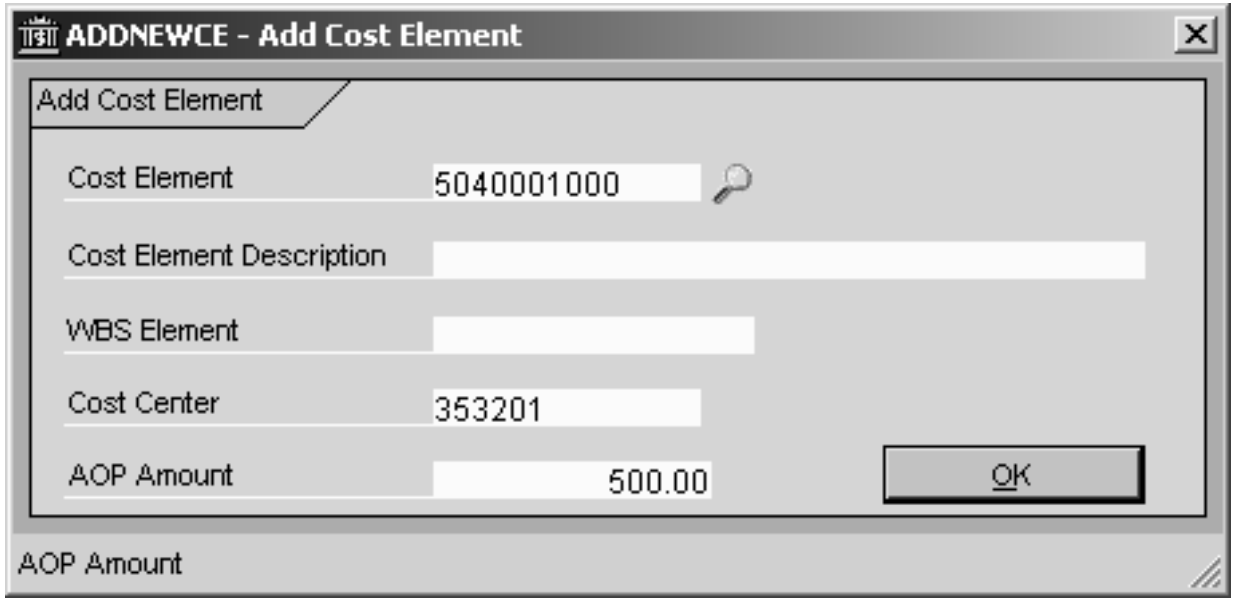
Clear the screen. Enter your training assigned Business Area, Version 1A, FY 2007, and assigned cost center D. Press enter. Change the cost element for recreation supplies and material to $8500. Save your change.

What amount is in the Increase/Decrease column?


PBAS - [BGPLANAN - Non Position Planning]
Application Master Data Annual Biennial Reports Strategic Planning Security
User: csvollman@TRAINING
Date: 3/4/2005 10:03:48 AM
Non Position Planning
Business Area 0023
Version 1a
Fiscal Year 2006
Cost Center 114004 to
WBS Element to
Cost Element to
Commitment Item to
Funds Center to
Fund to
Add Cost Element
Move Plan
Delete Plan
Change Description
Cost Element
Cost Element Description
Authorized Amount
Increase/Decrease Amount
AOP Amount
5020002000 Telecommunications Wired $0 $981
5090009000 Recreation Supplies & Material $10,000 ($1,500) $8,500
Total Authorized Amount $10,000
Total Increase / Decrease ($519)
Total AOP Amount $9,481

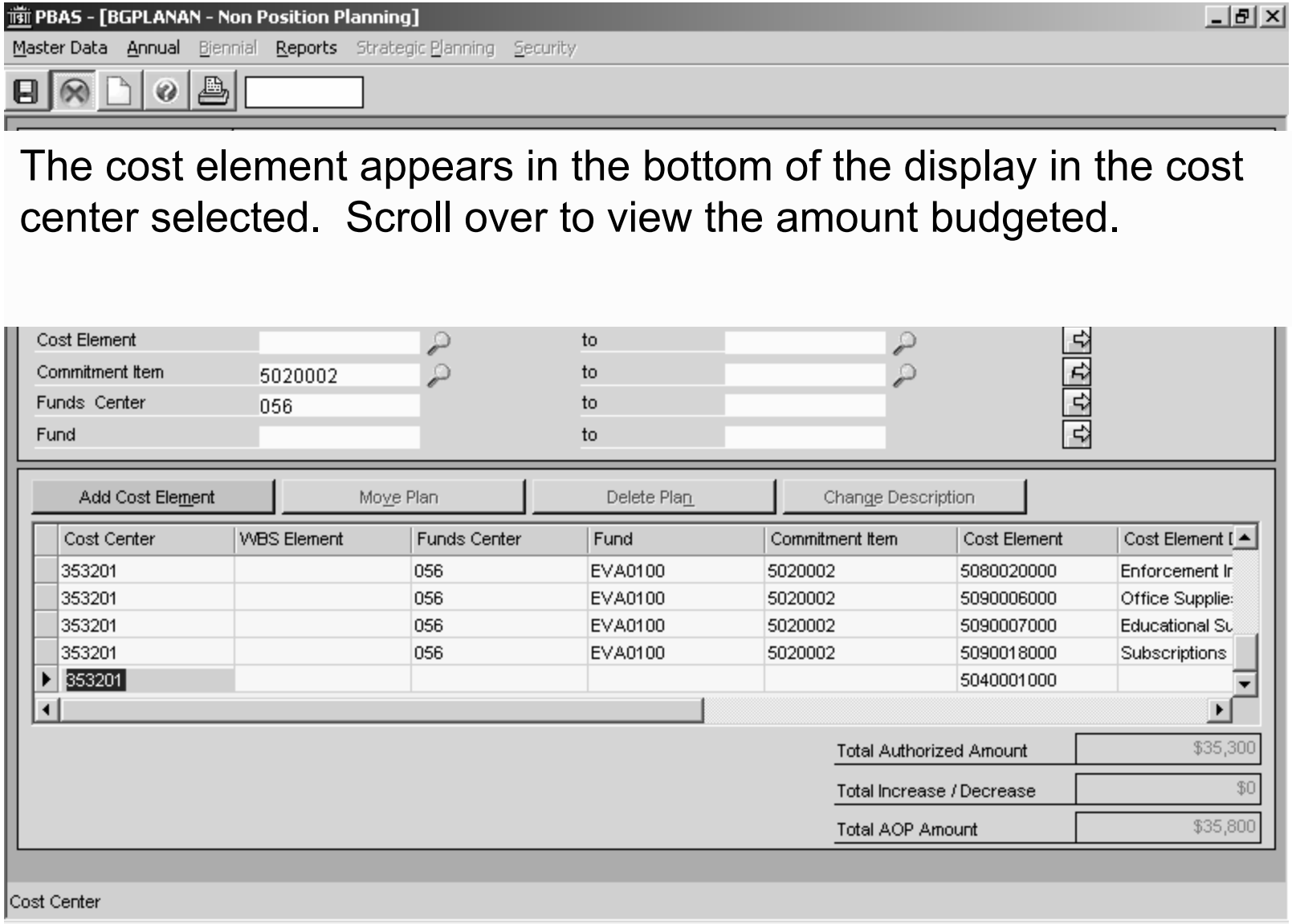
Adding a Cost Element



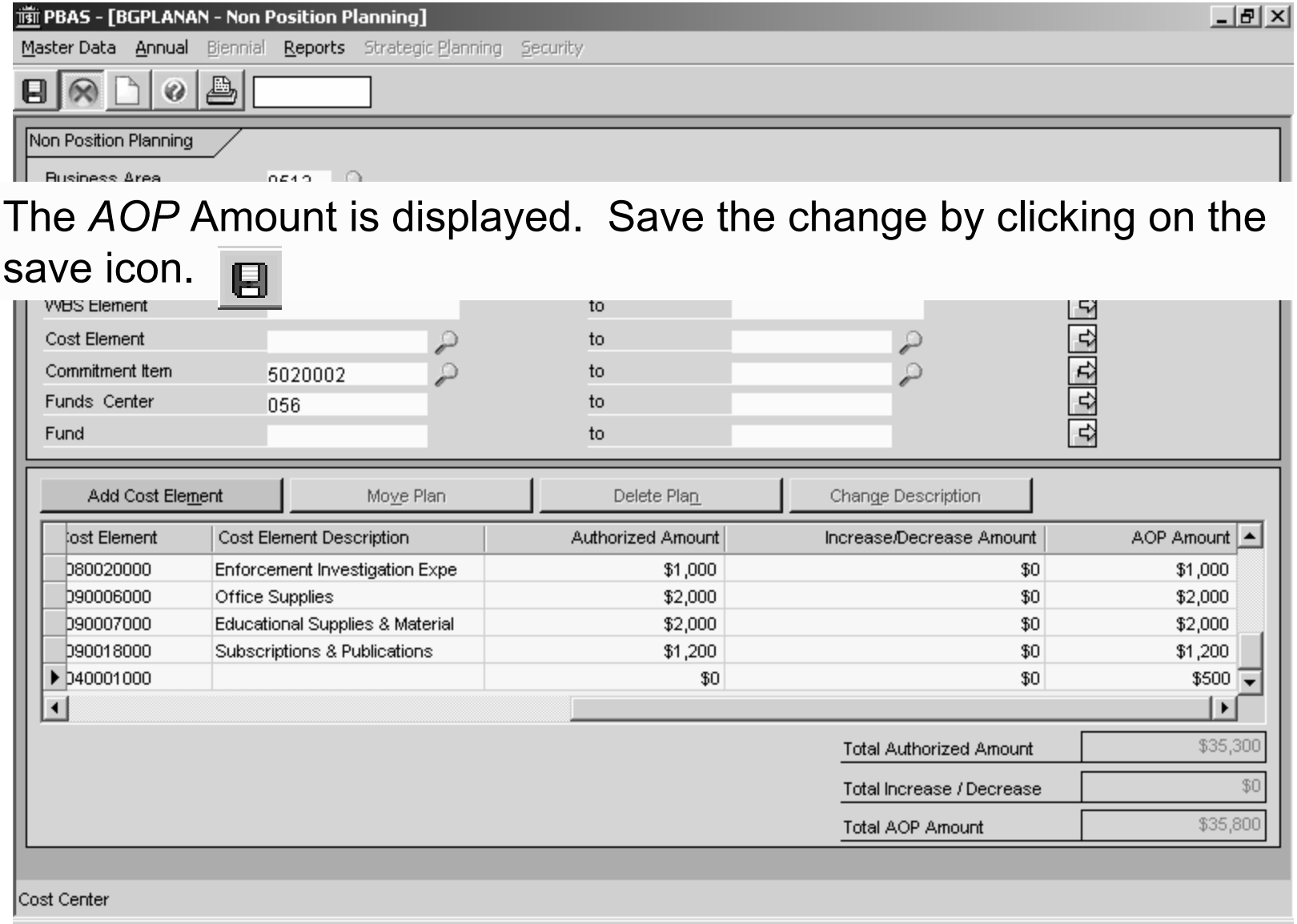


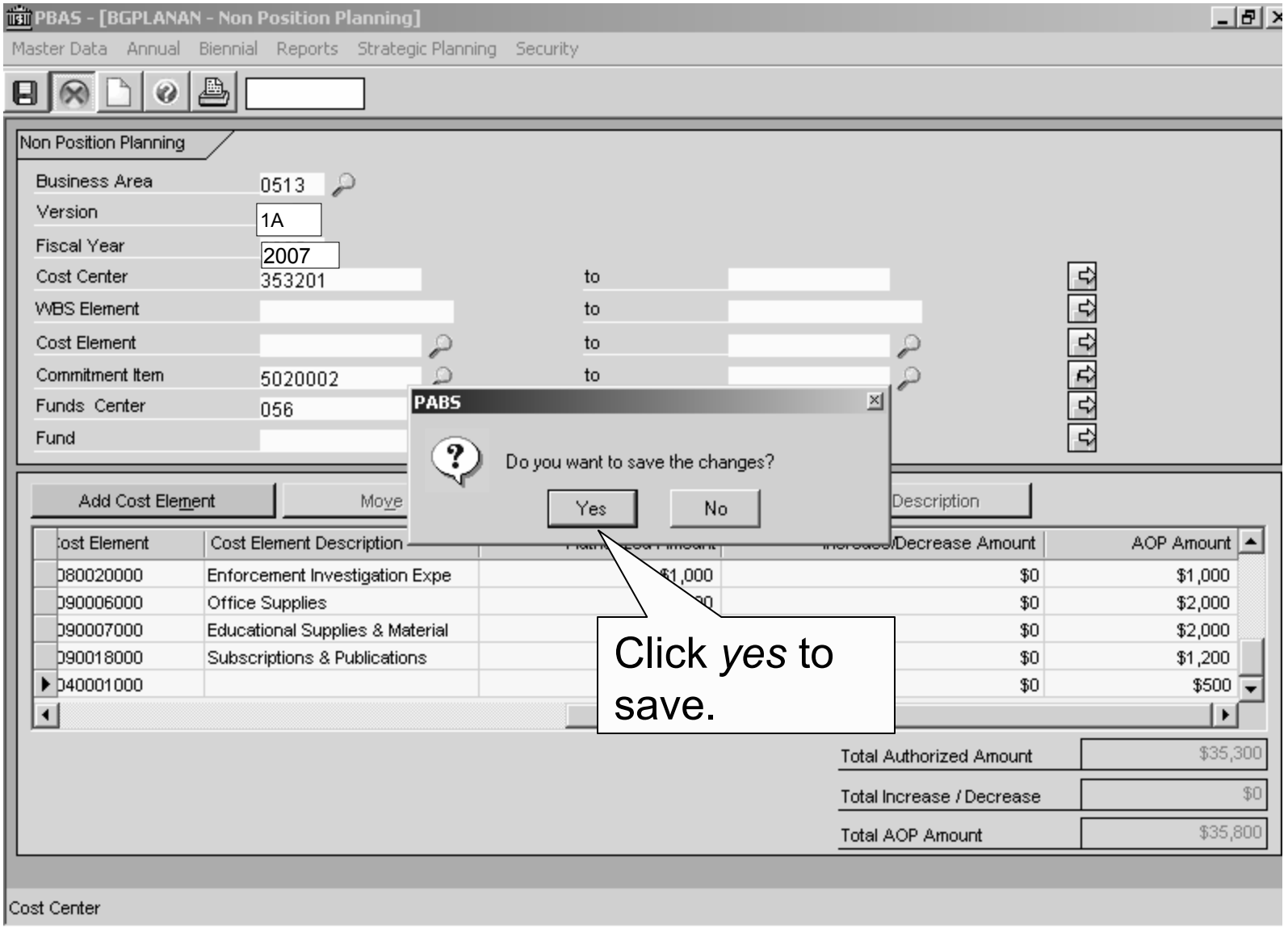
Enter the cost element to be added or click on the search icon to find it. Enter the cost center or WBS element in which the cost element is being budgeted. Enter in the amount to be budgeted. Click OK.

The cost element appears in the bottom of the display in the cost center selected. Scroll over to view the amount budgeted.

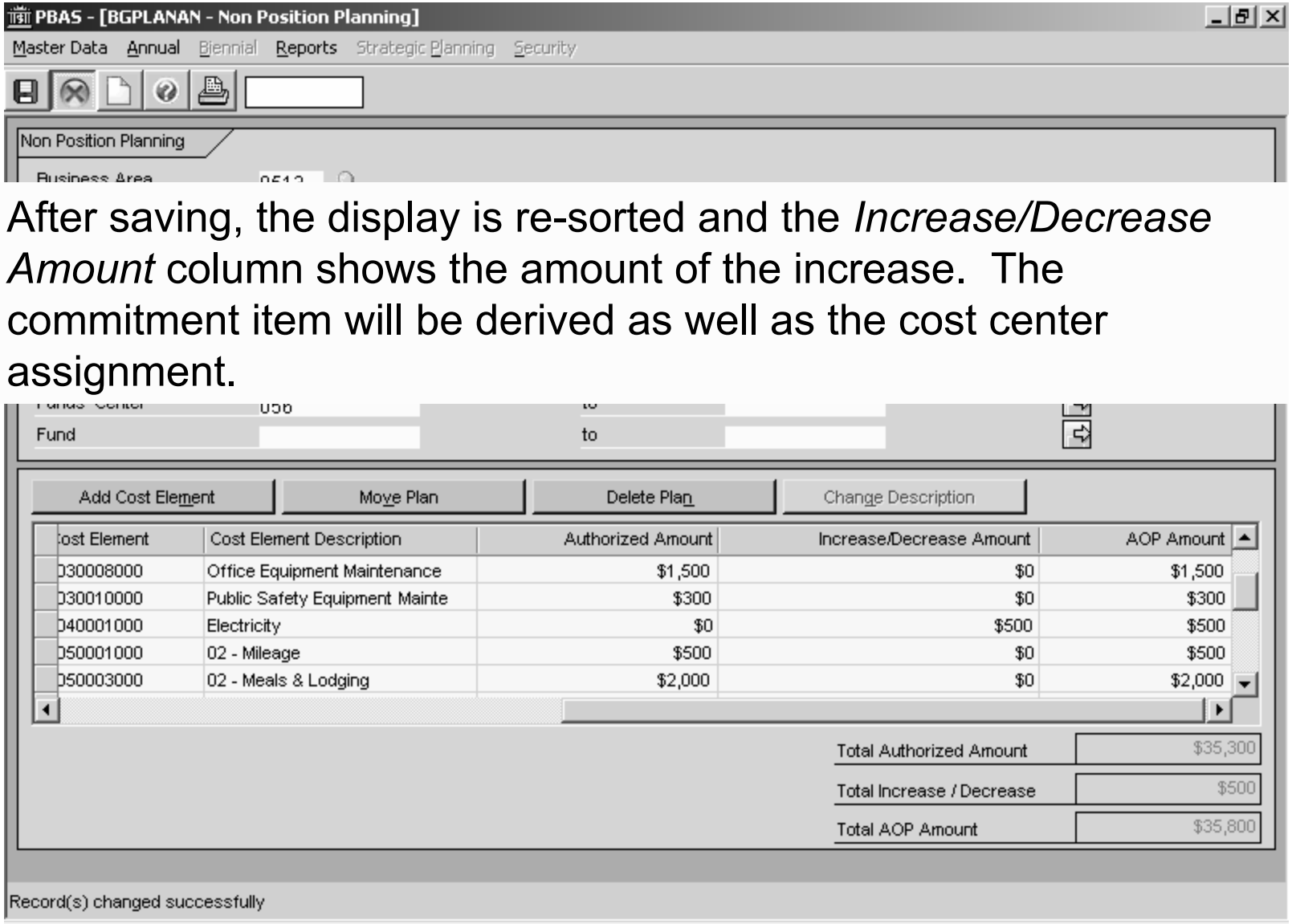


The *AOP* Amount is displayed. Save the change by clicking on the save icon.




PBAS - [BGPLANAN - Non Position Planning]
Master Data Annual Biennial Reports Strategic Planning Security
Non Position Planning
Business Area 0513
Version 1A
Fiscal Year 2007
Cost Center 353201 to
WBS Element to
Cost Element to
Commitment Item 5020002 to
Funds Center 056
Fund
PABS
Do you want to save the changes?
Yes
No
Add Cost Element
Move
Description
Cost Element
Cost Element Description
Increase/Decrease Amount
AOP Amount
080020000 Enforcement Investigation Expe $1,000 $0 $1,000
090006000 Office Supplies $0 $2,000
090007000 Educational Supplies & Material $0 $2,000
090018000 Subscriptions & Publications $0 $1,200
040001000 $0 $500
Click yes to save.
Total Authorized Amount $35,300
Total Increase / Decrease $0
Total AOP Amount $35,800
Cost Center

After saving, the display is re-sorted and the *Increase/Decrease Amount* column shows the amount of the increase. The commitment item will be derived as well as the cost center assignment.



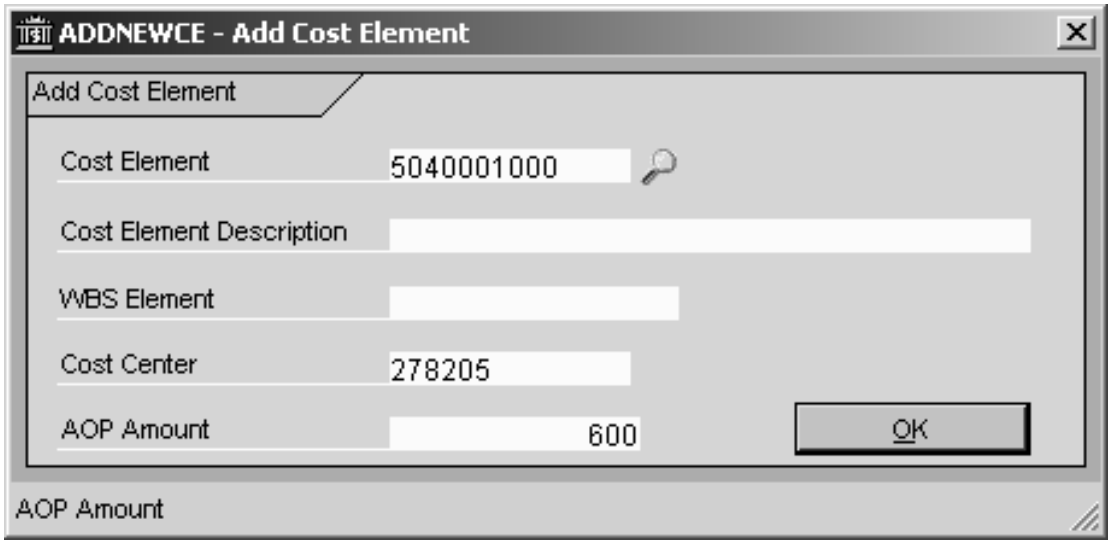
EXERCISE

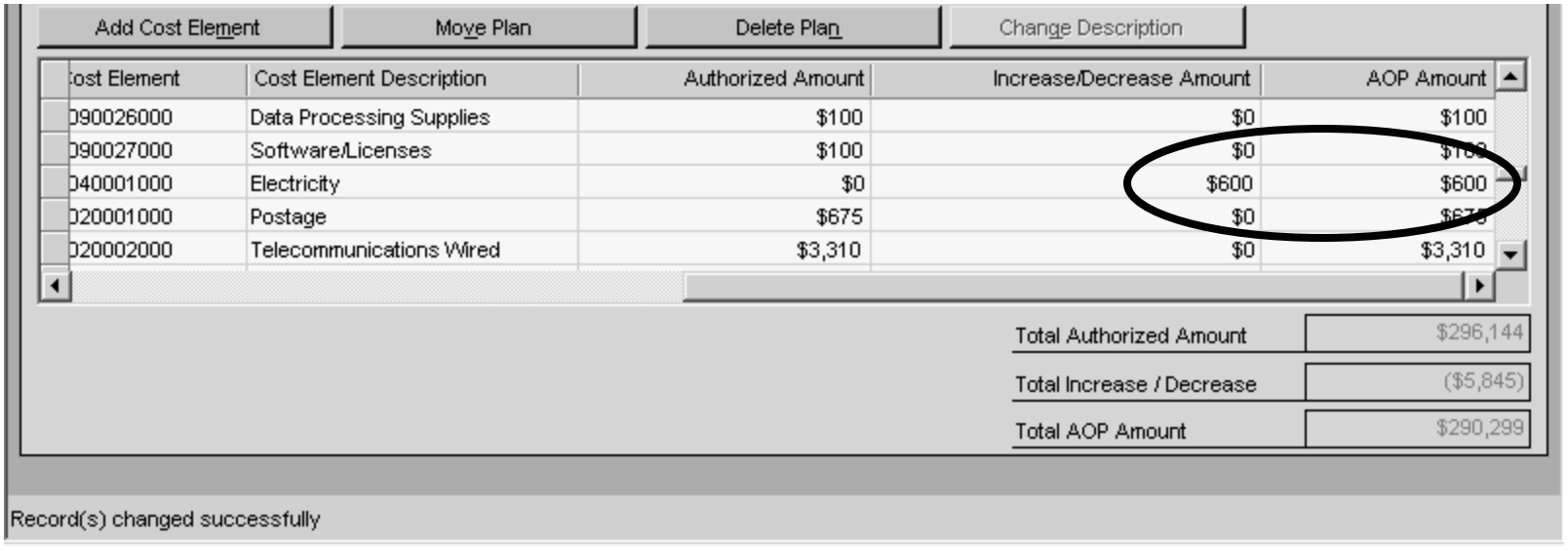
Clear the screen. Enter your training assigned business area, Version 1A, FY 2007, and cost center D. Add the cost element for electricity (5040001000) in assigned cost center and budget $600 for

The added item should appear at the end of the display.

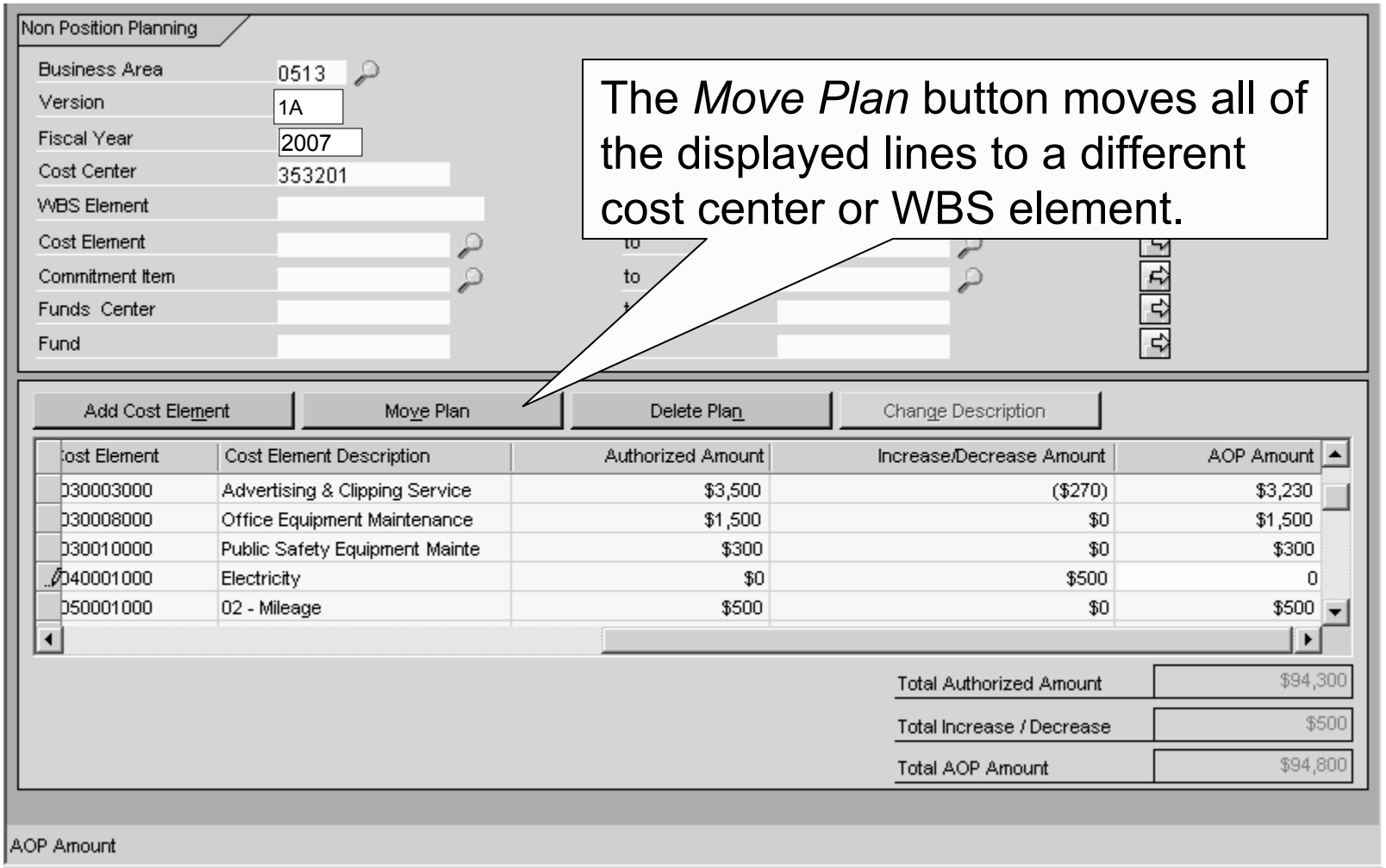
Save your budget.

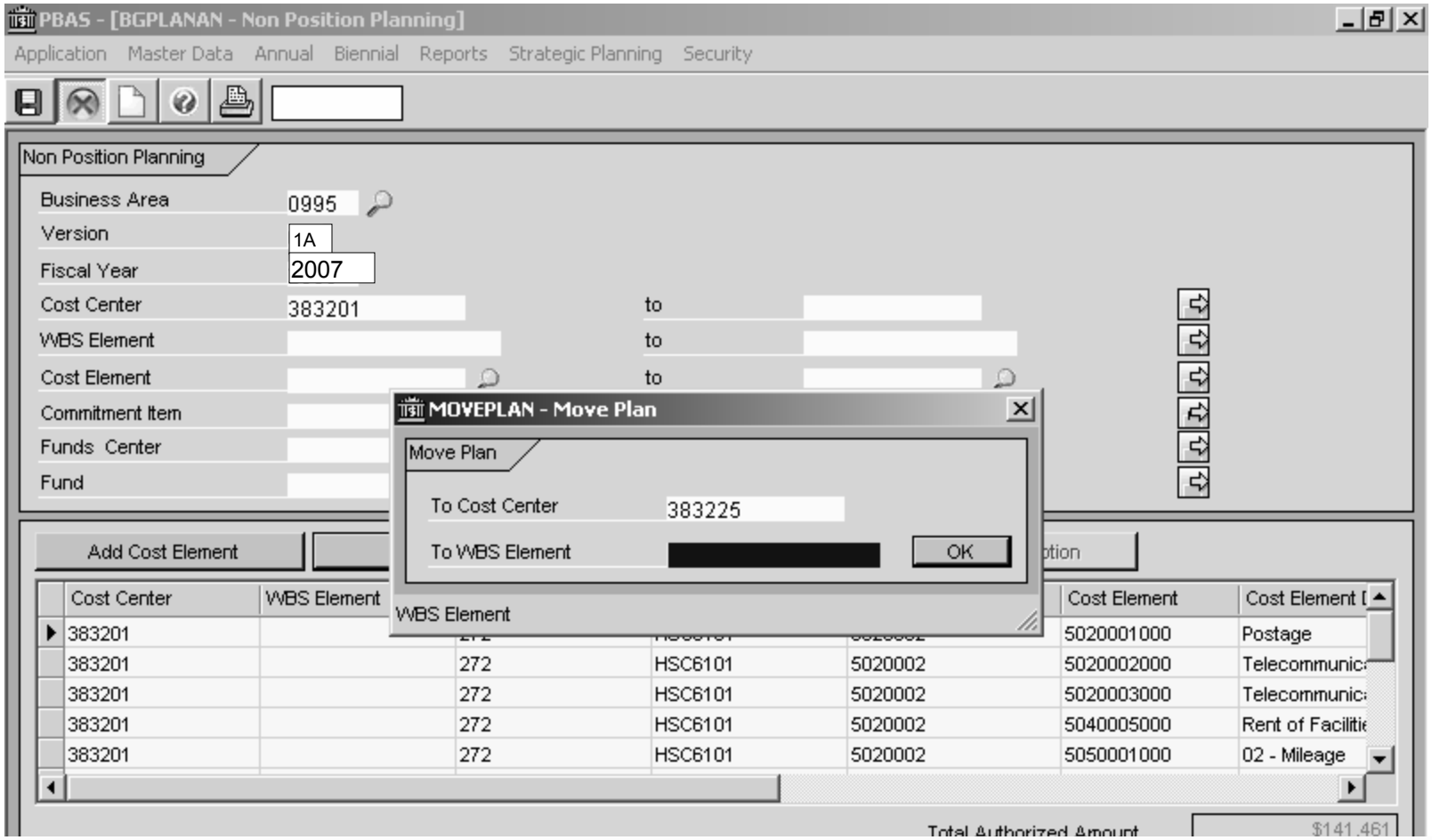
Now where does the added item appear? What is the amount in the *Increase/Decrease amount* column? What is the commitment item for this cost element?


ADDNEWCE - Add Cost Element
Add Cost Element
Cost Element
5040001000
Cost Element Description
WBS Element
Cost Center
278205
AOP Amount
600
OK
AOP Amount

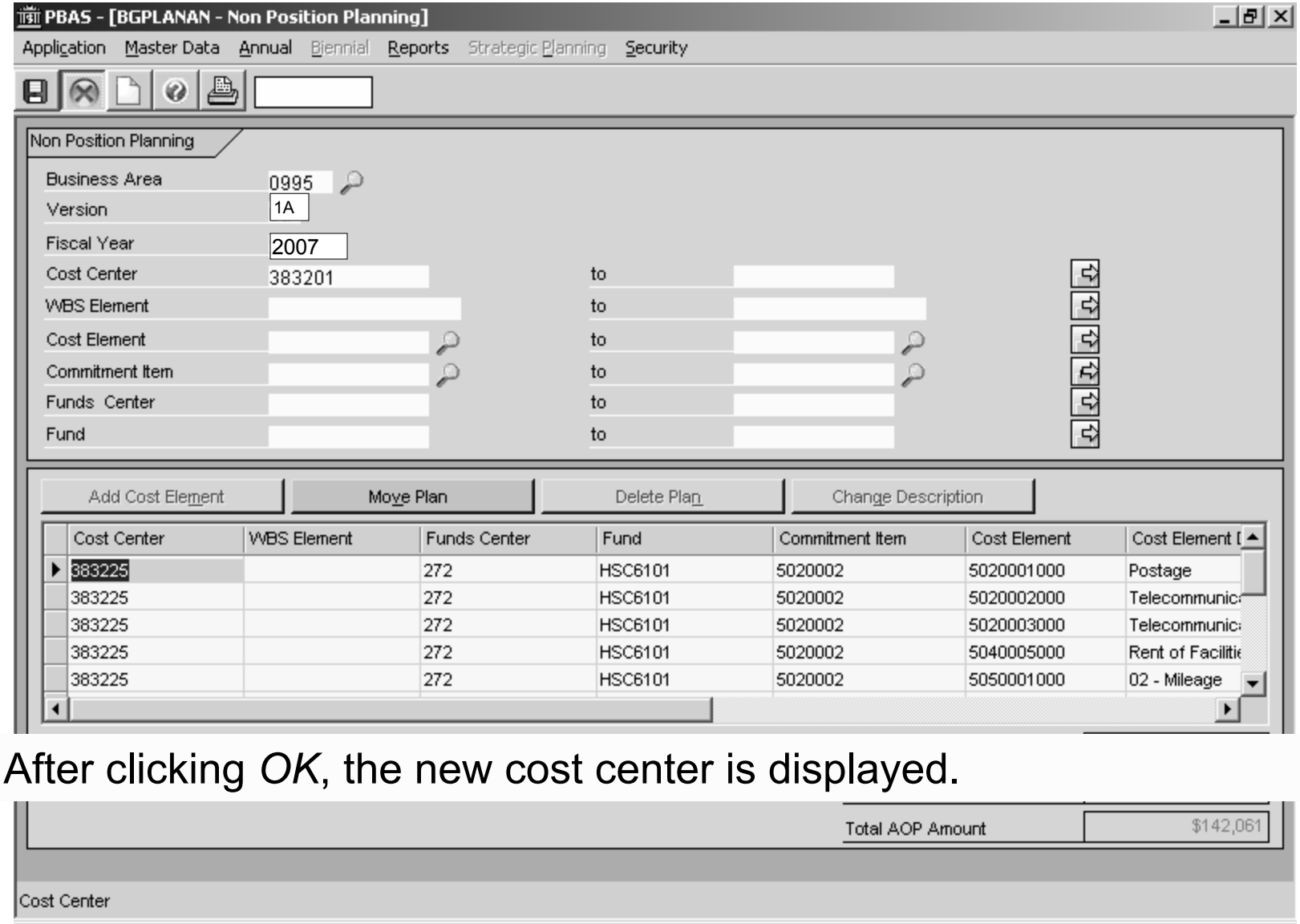

Add Cost Element
Move Plan
Delete Plan
Change Description
Cost Element
Cost Element Description
Authorized Amount
Increase/Decrease Amount
AOP Amount
090026000
Data Processing Supplies
$100
$0
$100
090027000
Software/Licenses
$100
$0
040001000
Electricity
$0
$600
$600
020001000
Postage
$675
$0
020002000
Telecommunications Wired
$3,310
$0
$3,310
Total Authorized Amount
$296,144
Total Increase / Decrease
($5,845)
Total AOP Amount
$290,299
Record(s) changed successfully

Move Plan

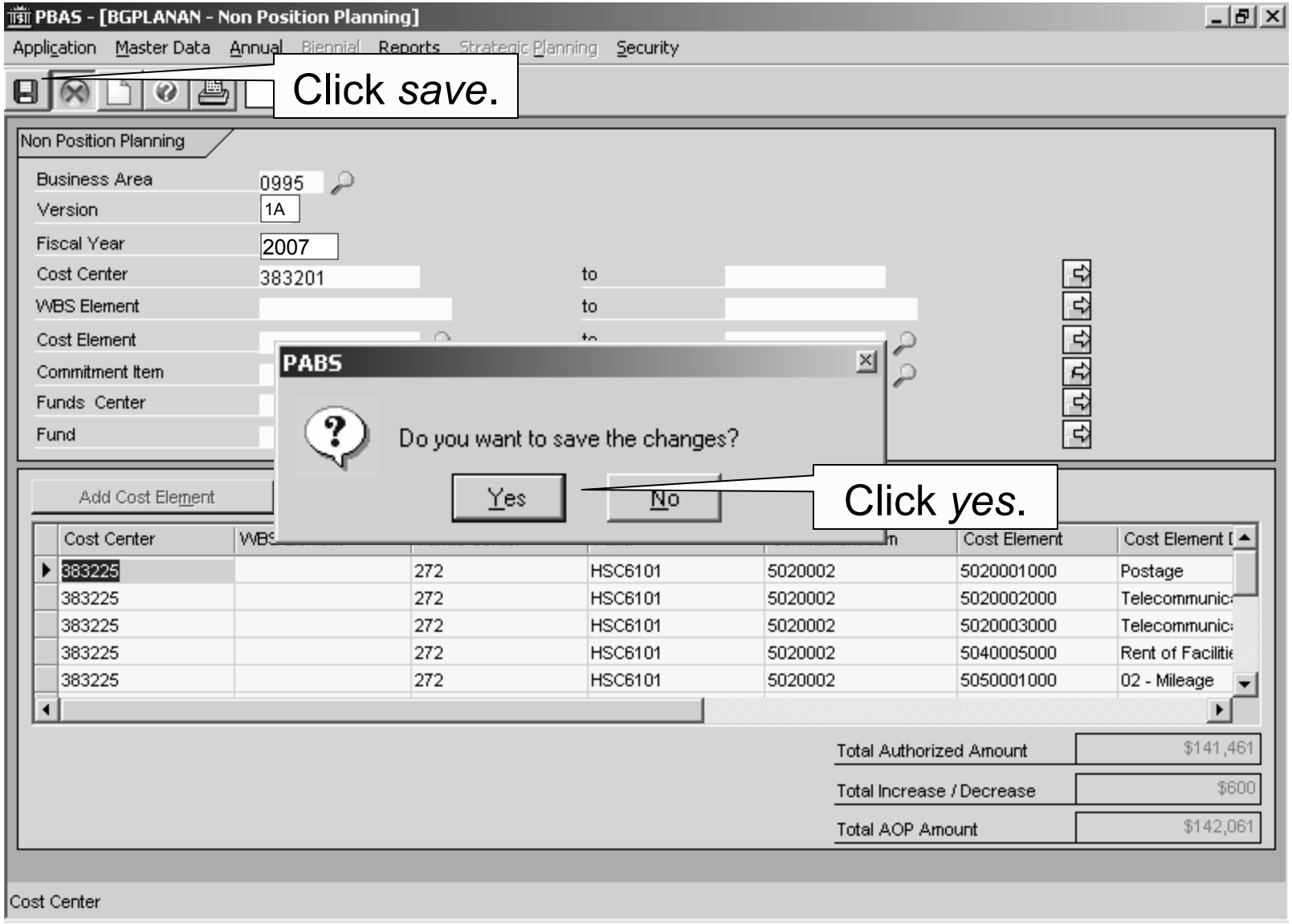

Non Position Planning
Business Area 0513
Version 1A
Fiscal Year 2007
Cost Center 353201
WBS Element
Cost Element
Commitment Item
Funds Center
Fund
to
to
The *Move Plan* button moves all of the displayed lines to a different cost center or WBS element.
Add Cost Element
Move Plan
Delete Plan
Change Description
Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount
030003000 | Advertising & Clipping Service | $3,500 | ($270) | $3,230
030008000 | Office Equipment Maintenance | $1,500 | $0 | $1,500
030010000 | Public Safety Equipment Mainte | $300 | $0 | $300
040001000 | Electricity | $0 | $500 | 0
050001000 | 02 - Mileage | $500 | $0 | $500
Total Authorized Amount $94,300
Total Increase / Decrease $500
Total AOP Amount $94,800
AOP Amount

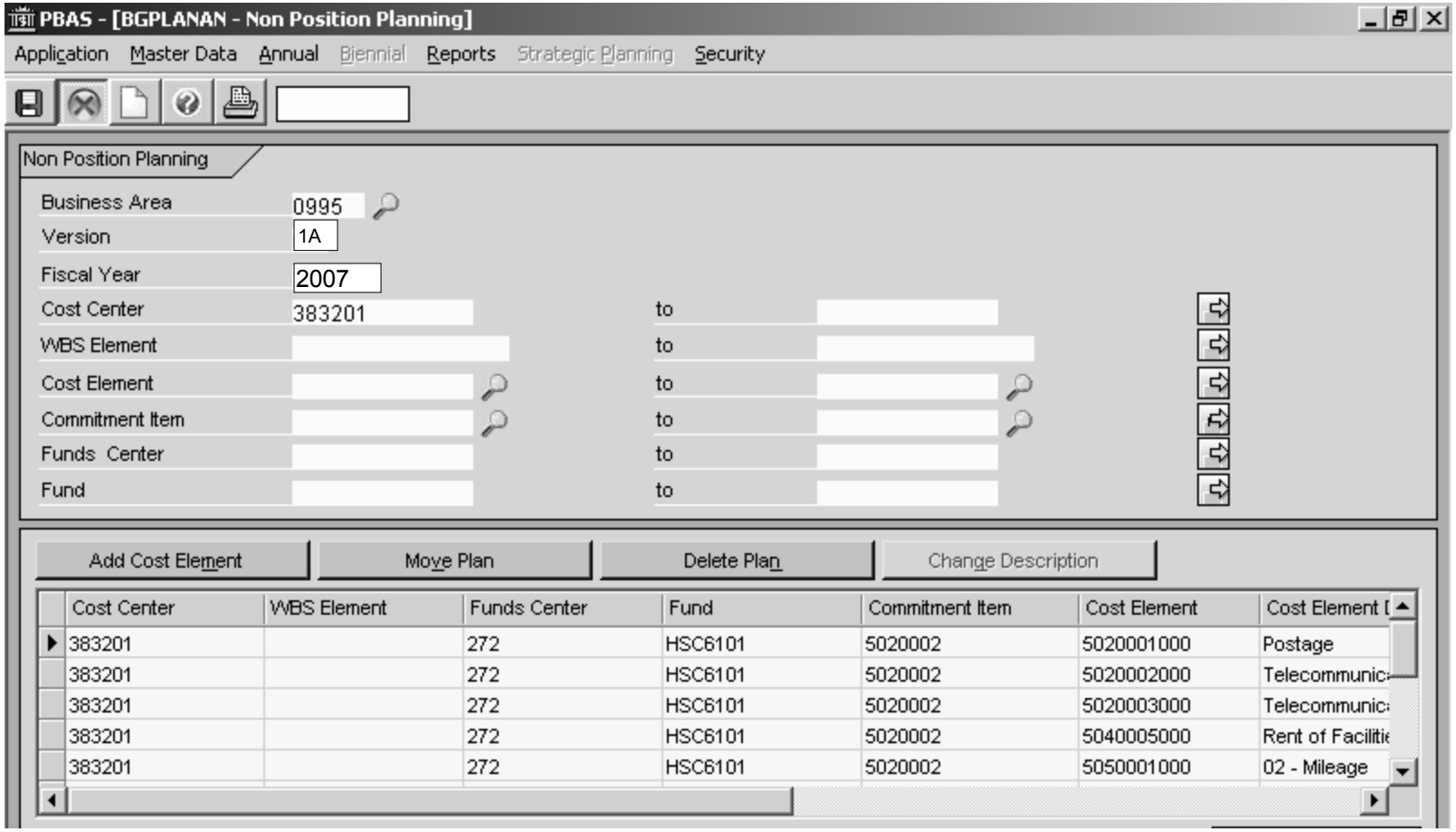


Be careful to display only the data that is to be moved. All of the items displayed will go to the new cost center or WBS element. Click *Move Plan* and enter the new cost center or WBS element. Click *OK*.

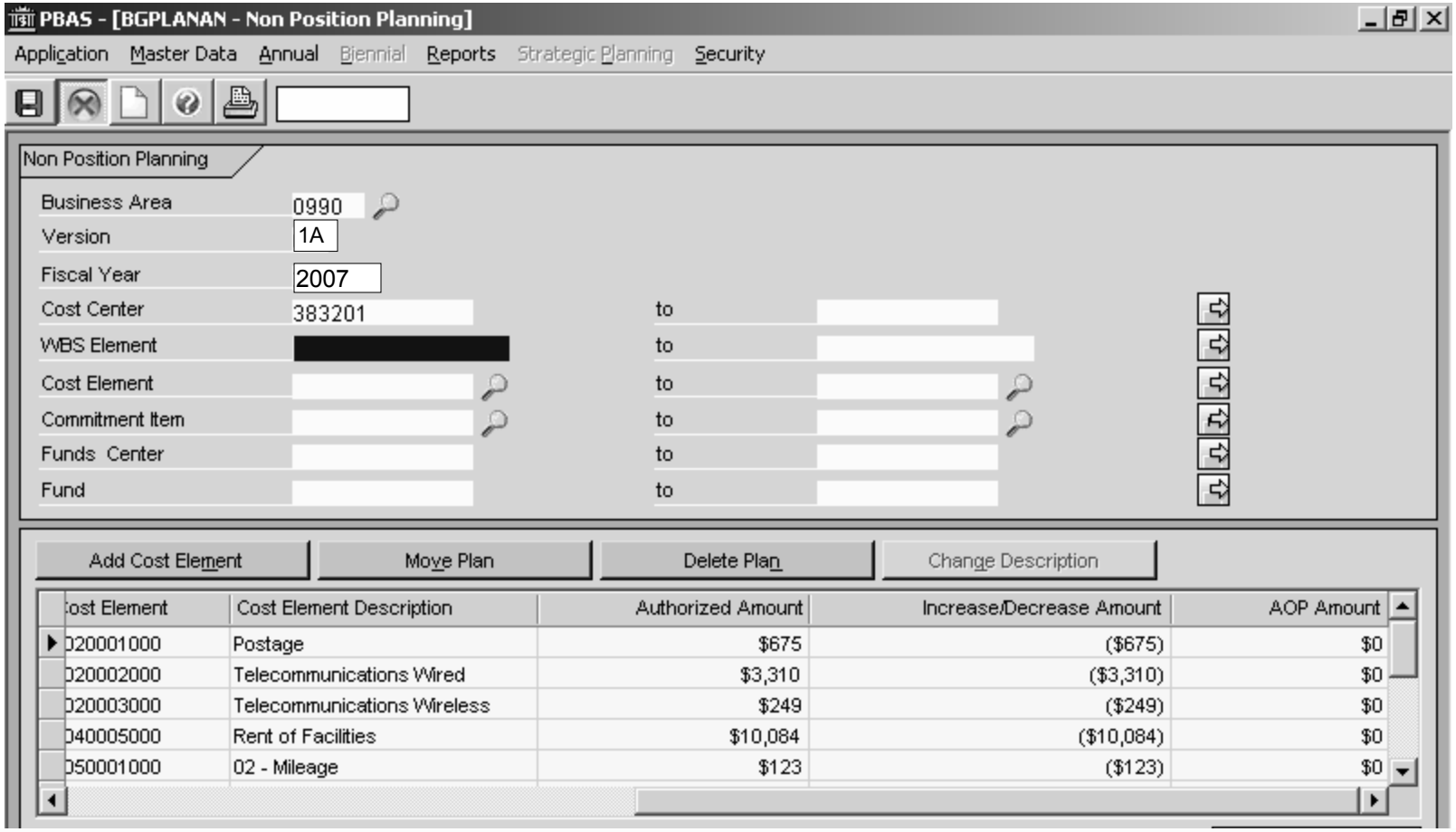


After clicking *OK*, the new cost center is displayed.

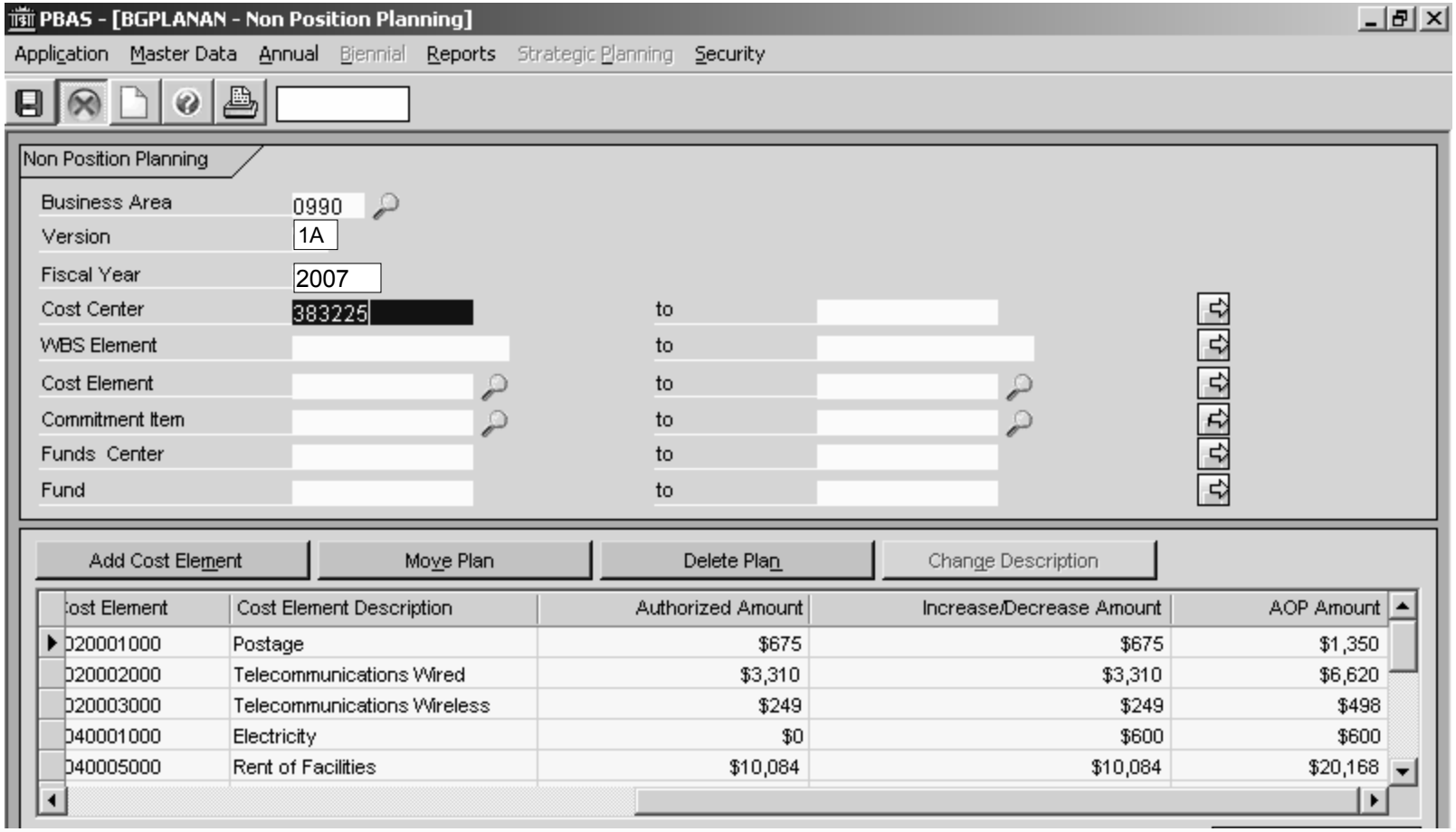

PBAS - [BGPLANAN - Non Position Planning]
Application Master Data Annual Biennial Reports Strategic Planning Security
Click save.
Non Position Planning
Business Area 0995
Version 1A
Fiscal Year 2007
Cost Center 383201 to
WBS Element to
Cost Element
Commitment Item
Funds Center
Fund
PABS
Do you want to save the changes?
Yes
No
Click yes.
Add Cost Element
Cost Center
Cost Element
383225 272 HSC6101 5020002 5020001000 Postage
383225 272 HSC6101 5020002 5020002000 Telecommunic
383225 272 HSC6101 5020002 5020003000 Telecommunic
383225 272 HSC6101 5020002 5040005000 Rent of Facilitie
383225 272 HSC6101 5020002 5050001000 02 - Mileage
Total Authorized Amount $141,461
Total Increase / Decrease $600
Total AOP Amount $142,061
Cost Center



After saving, the old cost center displays, indicating zero amounts for the items moved. Scroll over to view.



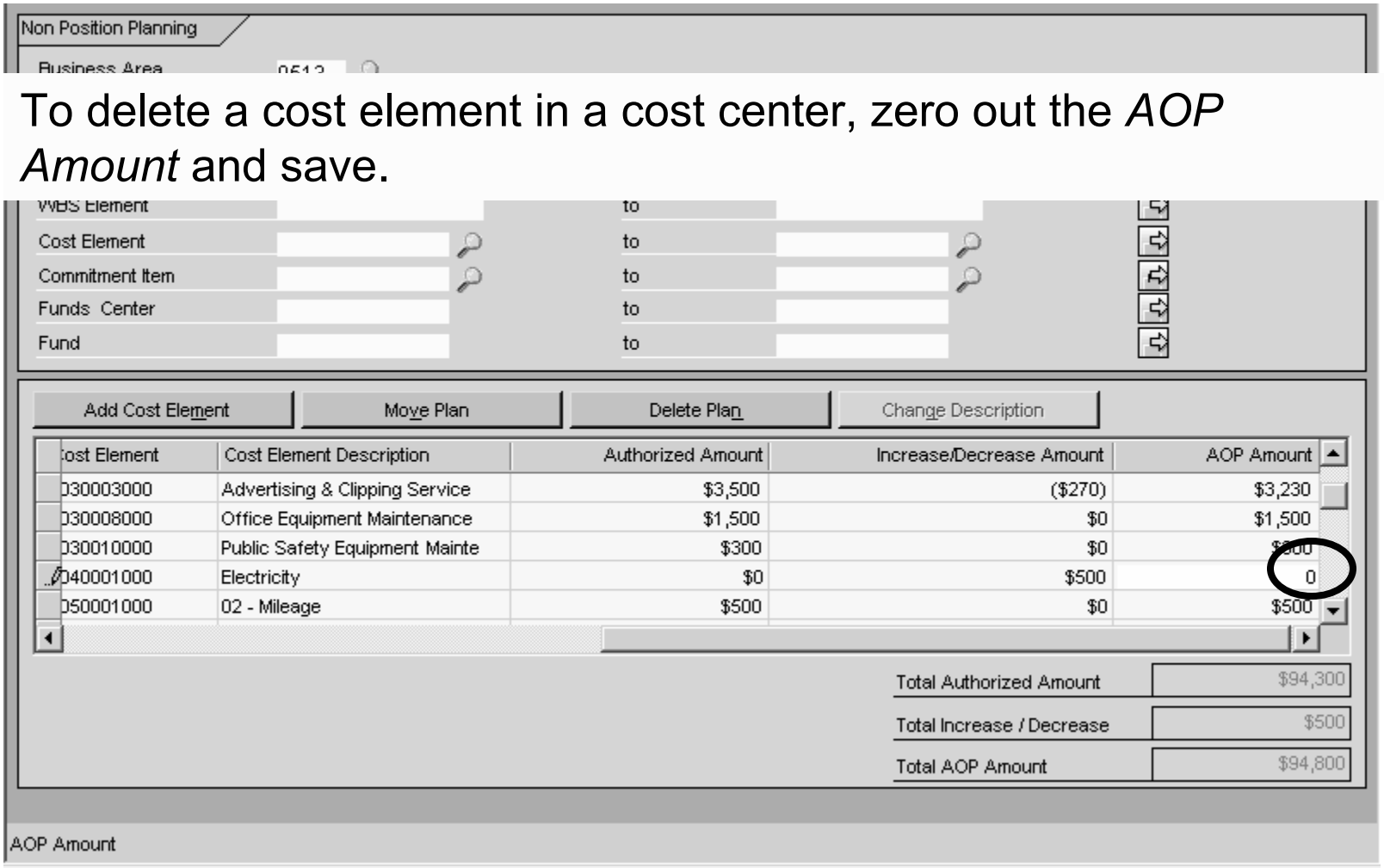
The *AOP* Amount is now zero, with the increase/ decrease amount displayed.

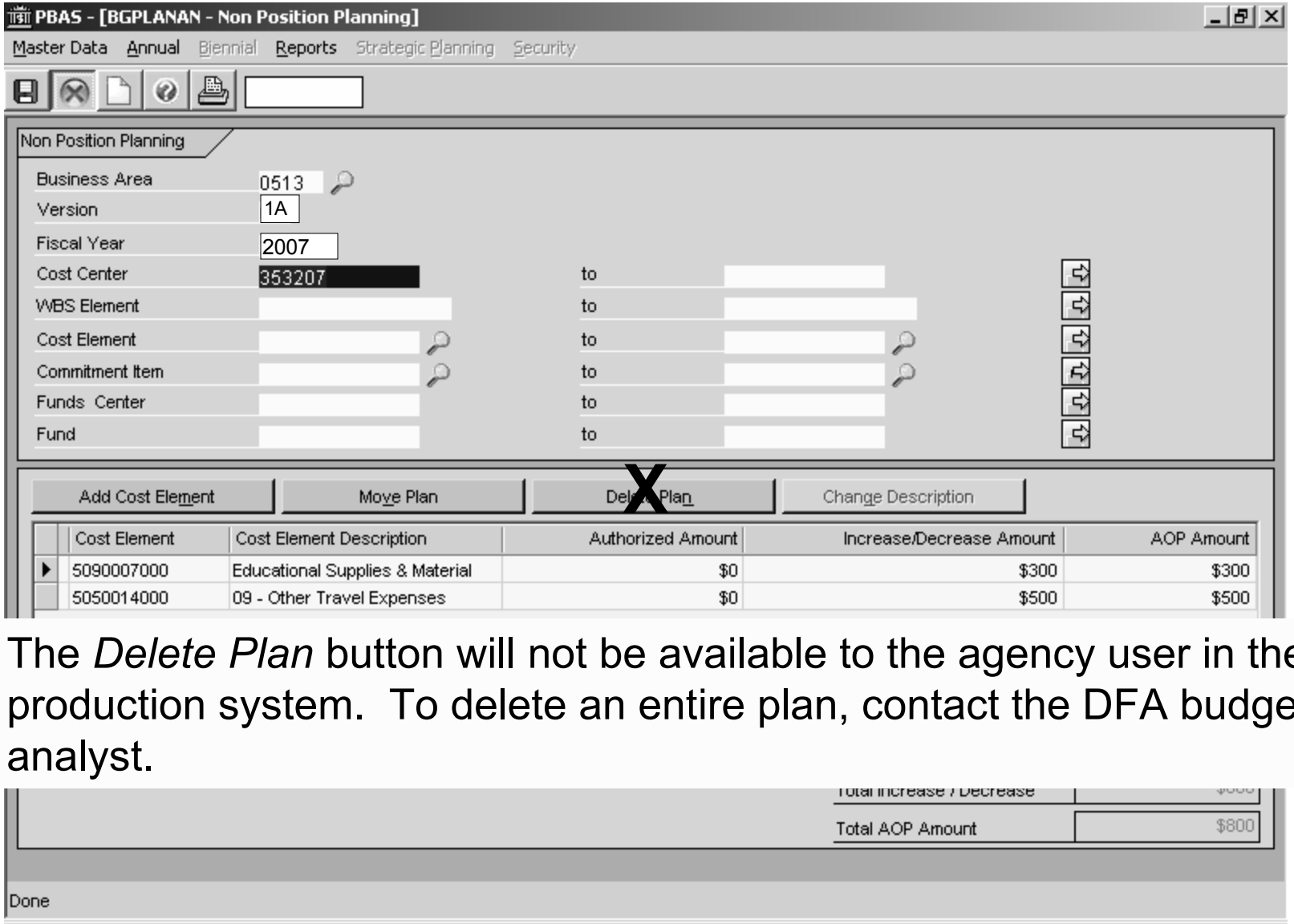


Inquiry on the new cost center shows that the amounts have been added.

Deletions

To delete a cost element in a cost center, zero out the *AOP Amount* and save.



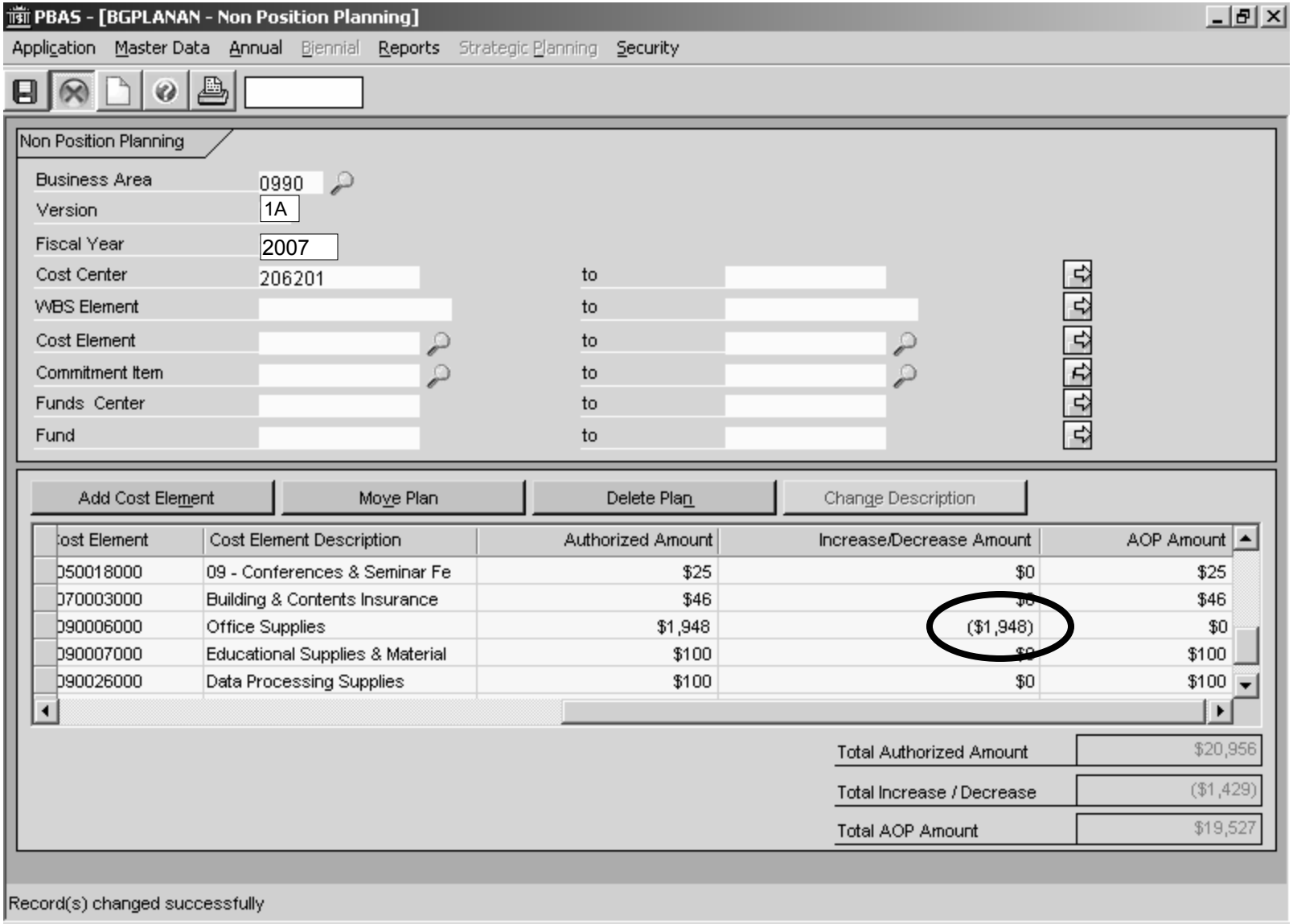


The *Delete Plan* button will not be available to the agency user in the production system. To delete an entire plan, contact the DFA budget analyst.

EXERCISE

Clear the screen. Enter your training assigned business area, Version 1A, FY 2007, and cost center G. Press enter. Zero out the plan for office supplies expense for this cost center and save the change.

What is the amount in the increase/decrease column for office supplies?

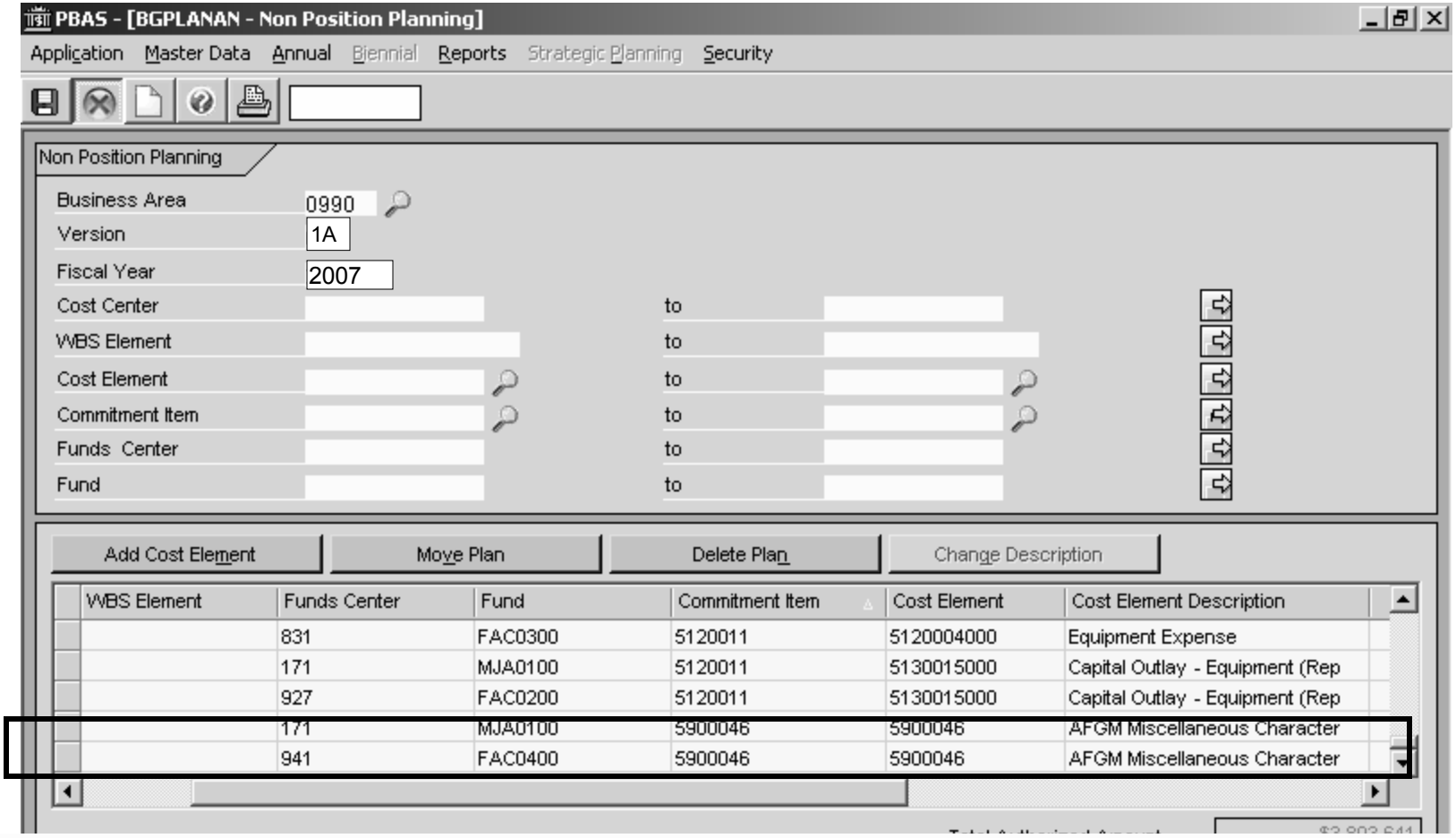

PBAS - [BGPLANAN - Non Position Planning]
Application Master Data Annual Biennial Reports Strategic Planning Security
Non Position Planning
Business Area 0990
Version 1A
Fiscal Year 2007
Cost Center 206201 to
WBS Element to
Cost Element to
Commitment Item to
Funds Center to
Fund to
Add Cost Element
Move Plan
Delete Plan
Change Description
Cost Element | Cost Element Description | Authorized Amount | Increase/Decrease Amount | AOP Amount
050018000 | 09 - Conferences & Seminar Fe | $25 | $0 | $25
070003000 | Building & Contents Insurance | $46 | $0 | $46
090006000 | Office Supplies | $1,948 | ($1,948) | $0
090007000 | Educational Supplies & Material | $100 | $0 | $100
090026000 | Data Processing Supplies | $100 | $0 | $100
Total Authorized Amount $20,956
Total Increase / Decrease ($1,429)
Total AOP Amount $19,527
Record(s) changed successfully

Miscellaneous Commitment Items

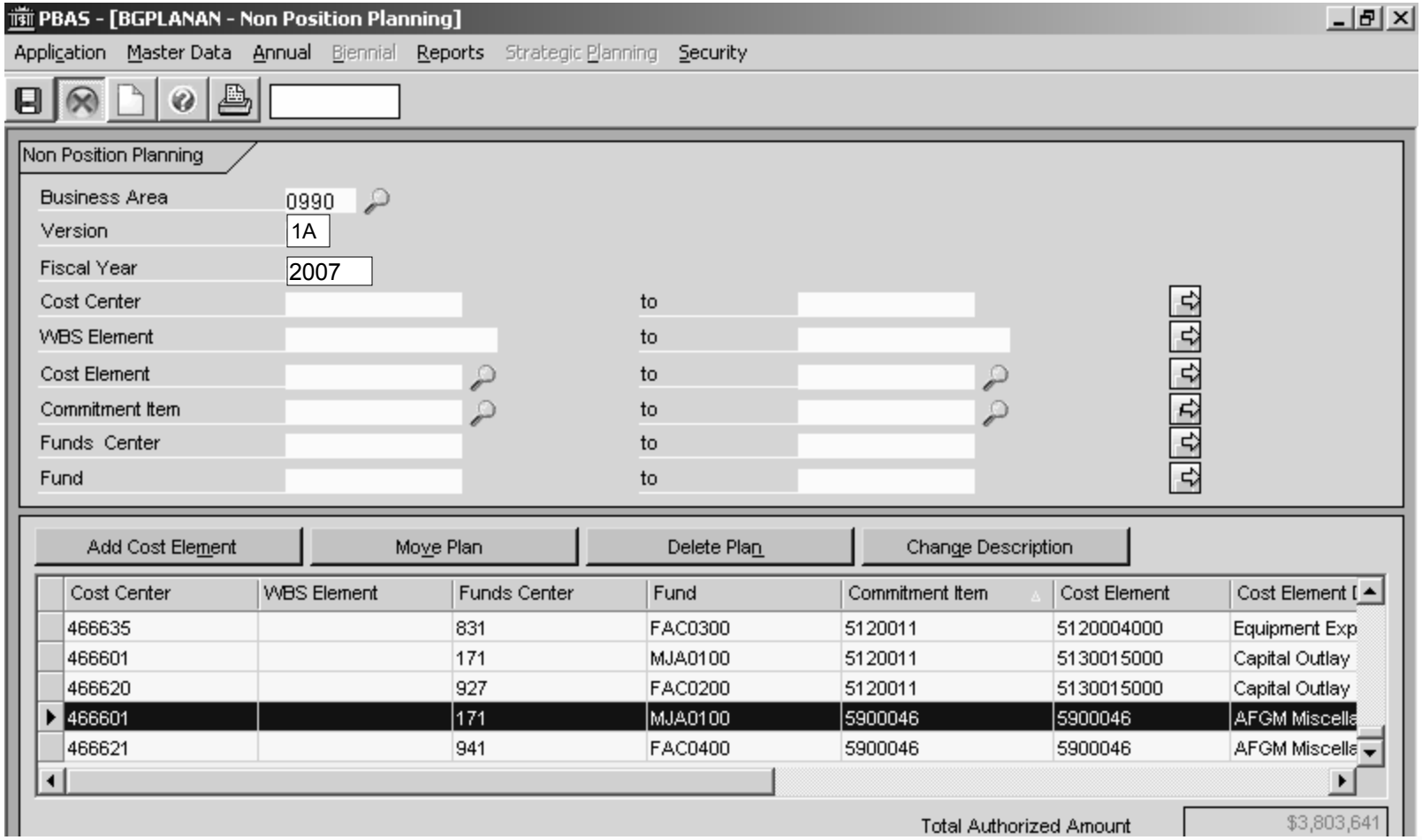
Miscellaneous Commitment Items are special line items in an agency's appropriation act. Within AASIS, these are represented as sub-funds centers. This allows an agency to use the budget and to maintain budget control.

Agencies with miscellaneous commitment items use the miscellaneous commitment item in the original funds center. The miscellaneous commitment item will be budgeted with a cost element that is the same number as the miscellaneous commitment item. Agencies may need to change the description of the miscellaneous commitment item to match the description in their appropriation act.

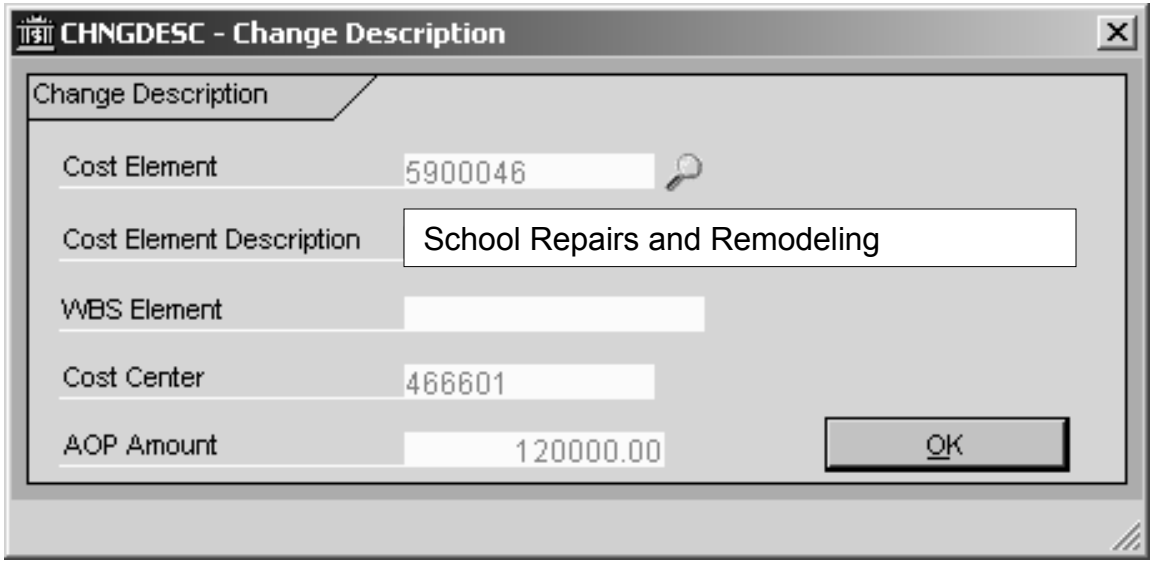
The miscellaneous commitment items are not retracted back to the controlling module AASIS with a plan. You will be able to add the plan for the sub-funds center using AASIS transaction KP06 after the other plans have been retracted back into AASIS.



This is an example of a miscellaneous commitment item. The commitment item and cost element are the same. The annual operations plan can be adjusted like a regular cost element.



To change the description of a miscellaneous commitment item, first click the gray box beside it. The selected line item will be displayed in blue. Click the *Change Description* button.



Type the information from your agency's appropriation act in the *Cost Element Description* and click OK. Save the change.